



Hilbert College

2025-2026 Catalog

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About Hilbert

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

MISSION STATEMENT

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

PHILOSOPHY STATEMENT

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

CORE VALUES

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

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

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

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

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

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

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

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

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

Commitment to Diversity

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

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

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

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

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

Notice of Non-Discrimination

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

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

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please see [Hilbert's Sexual Misconduct Policy PDF](#). For matters unrelated to Title IX, Hilbert's student grievance procedures can be found in the [Student Handbook](#).

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

Inquiries regarding the application of the Americans with Disabilities Act, Title IX and other laws, regulations and policies prohibiting discrimination may be directed to:

Kara Rehbaum

Title IX Coordinator & Associate Athletic Director
Hafner Recreation Center, Room 115
krehbaum@hilbert.edu

Dr. Amy Smith

Dean of Academic Affairs
Bogel Hall Room 107
asmith@hilbert.edu

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

Safeguarding Customer Information

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

INFORMATION COLLECTED BY HILBERT COLLEGE

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

INFORMATION DISCLOSED BY HILBERT COLLEGE

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

KEEPING CUSTOMER INFORMATION SECURE

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

IDENTITY THEFT PREVENTION PROGRAM

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

STUDENT RECORD RELEASE UNDER THE SOLOMON AMENDMENT

The Solomon Amendment is a federal law that mandates colleges receiving federal financial aid funding to provide student recruiting information upon request to military recruiting organizations. The request and information released by the College is limited to military recruiting purposes only. The request for information must be in writing on letterhead that clearly identifies the military recruiting organization. The release of student recruiting information generally follows the FERPA guidelines defining student directory information (see above).

Students are not permitted under federal law to restrict the release of this information specifically to military organizations, but if students withhold the release of directory information generally, then the College may not release this information to military organizations. The directory information released is limited to the current semester or the previous semester. If the request is received between semesters, the requestor must specify previous semester or upcoming semester. Further, students must be in an enrolled status (incomplete and complete registration status).

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

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

Campus Security and Crime Report

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

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

Campus Information

5200 SOUTH PARK AVENUE
HAMBURG, NEW YORK 14075-1597
www.hilbert.edu
1-800-649-8003
1-716-649-7900

Office of Admissions: ext: 211 Office of Student Finance: ext: 314

HILBERT COLLEGE

All rules, regulations, policies, procedures, programs, courses, and staff are subject to change without notice. Catalogs and Brochures do not constitute a legal contract between students and the College. For further information on any material contained in this catalog, contact the Assistant Provost for Institutional Effectiveness.

CEEB College Code Number: 2334 ACT College Code Number: 2759

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

LOCATION

Hilbert College is situated on a 40 acre suburban campus in the Town of Hamburg, New York, approximately ten miles south of Buffalo.

Metropolitan bus service provides access to campus. The Buffalo Airport and Amtrak Station are a 20 minute drive to campus. In addition, Hilbert College is two miles from Lake Erie or Highmark Stadium, home to the Buffalo Bills. Keybank Center, home of the Buffalo Sabres, is a 20 minute drive.

Hilbert College's suburban location offers students access to a wide range of cultural and recreational opportunities. Nearby attractions include the Buffalo AKG Art Museum, Burchfield Penney Art Center, Shea's Performing Arts Center, Kleinhans Music Hall, and the Buffalo Philharmonic Orchestra. Outdoor enthusiasts can enjoy skiing and year-round activities at Kissing Bridge and Holiday Valley. This blend of suburban comfort and proximity to arts, culture, and recreation enhances the overall student experience.

Accreditation

MIDDLES STATES COMMISSION ON HIGHER EDUCATION (MSCHE)



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

NATIONAL COUNCIL FOR STATE AUTHORIZATION RECIPROCITY AGREEMENTS (NC SARA)



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

Faculty & Staff

ADMINISTRATION		
Michael Cornell	Interim President	MS, Canisius University MS, SUNY Buffalo State University BA, SUNY at Oswego
Bobbie Bilotta	Chief Human Resources Officer	MA, Medaille University BA, Canisius University
Scott Briell	Vice President for Enrollment Management	MA, Pennsylvania State University-Capitol BA, Flagler College
Dr. Katelyn Letizia	Interim Vice President for Institutional Effectiveness and Academic Strategy	BA, Buffalo State University MS, Canisius University EdD, University of Rochester
Lisa Ressman, CPA	Controller	BS, Hilbert College
Tim Seil	Associate Vice President for Student Life Director of Athletics	BS, MS Canisius University
Dr. Amy E. Smith	Interim Dean of Academic Affairs	BA, Allegheny College MA, PhD, SUNY at Buffalo
Jeremy Trumble	Chief Information Officer	BA, SUNY Potsdam MS, Rochester Institute of Technology

ADMINISTRATIVE AND PROFESSIONAL STAFF

ACADEMIC AFFAIRS

Dr. Charles Ernst	Director, Center for Excellence in Learning	BA, Muhlenberg College MA, PhD, University of Pennsylvania
Dr. Martin Floss	Director, Institute of Law and Justice	AS, Erie Community College BS, MS, Buffalo State University PhD, Rutgers University
Krisi Kopp	Director of Academic Operations	BA, Hilbert College MA, Buffalo State University MLS, SUNY at Buffalo
Melissa Laidman	Director of McGrath Library	BA, SUNY at Fredonia MA, MLS, SUNY at Buffalo
Debra Mccloughlin	Associate Vice President for Student Success	BA, SUNY Cortland MS Ed, Canisius University
Kate Scibilia	Interim Senior Associate Registrar	BS, Medaille University
Jaime Schulte	Interim Assistant Registrar	BA, D'Youville University MS, SUNY at Buffalo
Dr. Sandra Washington-Copeland	HEOP Director	BA, MS, Buffalo State University PhD, SUNY at Buffalo

Katie Wryk	Access and Academic Success Coordinator	BS Ed, SUNY Geneseo MS Ed, SUNY SUNY Cortland
ATHLETICS		
Jonny Black	Head Men's Soccer Coach Camps and Clinics Coordinator	BS, Anglia Ruskin University
Nicole Bullock	Athletic Travel Coordinator Head Coach, Women's Basketball	BS, Southwest Minnesota State University MA, San Diego State University
Hannah Callaghan	Head Women's Soccer Coach	BA, SUNY at Buffalo
Michael Carberry	NCAA Compliance and Student Services Coordinator Head Coach, Men's Lacrosse	BS, Canisius University
Calvin Crosby	Athletic Operations Coordinator Head Coach Men's and Women's Volleyball	BS, Medaille University
Rob deGrandpre	Associate Athletic Director Athletics Recruiting Coordinator Head Coach, Men's Basketball	BS, MS, SUNY Brockport
Ted Egger	Head Football Coach	BS, Lock Haven University MA, Adams State
Andrew Fittry	Assistant Athletic Director Head Baseball Coach	BS, Niagara University
Dr. Rylee Haffey	Assistant Athletic Director Director of Sports Medicine Senior Woman Administrator	DAT, Indiana State University
James Hesch	Head Golf Coach	BA, SUNY at Cortland
Emma Kyes	Assistant Athletic Trainer	MS, SUNY at Buffalo BS, Florida State University

Andrew Loveless	Assistant Sports Information Director	BS, SUNY Brockport MSA, Canisius University
Hailey Lucas	Assistant Head Athletic Trainer	MS, Pennsylvania Western University
Kara Rehbaum	Associate Athletic Director Sports Information Director Title IX Coordinator	BS, Canisius University
BUSINESS AND FINANCE		
Julie Banach	Recruitment and Training Manager	AAS, Bryant & Stratton
Vivian Liberto	Compensations and Benefits Manager	BBA, Niagara University
April Michalek	Accounting Supervisor	BS, SUNY Empire State College
Leanne Pfeffer	Business & Human Resources Generalist	BBA, St. Bonaventure University
ENROLLMENT MANAGEMENT		
Beverly Chudy-Szczur	Associate Bursar	BA, Canisius University
Christina Clarke	Admissions Counselor	BS, Buffalo State University
Brian Filjones	Executive Director of Enrollment Operations	BA, SUNY Fredonia
Lauren Gill	Director of Admissions	BS, Hilbert College MS, Canisius University
Katie Halper	Assistant Director of Enrollment Operations	BA, Hilbert College MS, Bellevue University

Gabrielle Job	Admissions Counselor Interim International Student Coordinator	BS, Hilbert College MS, Buffalo State University
Julie Lanski	Director of Student Financial Services/Bursar	AAS, Bryant & Stratton BS, D'Youville University
Dana Levy	Coordinator for Transfer and International Enrollment Services	BA, Niagara University MA, McGill University
Stephanie Schroeder	Director of Financial Aid	BS, Buffalo State University
Stephanie Tokasz	Student Finance Counselor	BFA, MBA, Ithaca College
HILBERT COLLEGE GLOBAL		
Sheri Davern	Hilbert College Global Admissions Coordinator	BS, SUNY Fredonia
Brandon Job	Hilbert College Global Admissions Specialist	BA, Hilbert College MA, Buffalo State University
Lisa Liebrecht	Director of Lifelong Learning	BS, Buffalo State University MEd, SUNY at Buffalo MPA, Hilbert College
Jack Napier	Project Management Specialist	BS, MBA, Medaille University
Nina Saladino	Hilbert College Global Director of Admissions	AS, Erie Community College BS, Medaille University
Kaylea Schiedel	Hilbert College Global Retention Specialist	BA, Hilbert College MS, Buffalo State University

Suzanne Vizzini	Hilbert College Global Admissions Specialist	BS, SUNY Empire State
INFORMATION SERVICES		
Brandon Daniels	User Services Manager	AAS, Erie Community College
Brandon Martinez	Smart Classroom and A/V Specialist	BS, SUNY Fredonia
Nikolas Steriovski	Network Support Technician	BA, SUNY at Buffalo
Jeffrey Wirth	Technical Director	AAS, Erie Community College
INSTITUTIONAL ADVANCEMENT		
LeeAnne Petronsky	Director of Annual Fund and Alumni Engagement	BA, Hilbert College MBA, D'Youville University
Patricia Quinn	Senior Support Specialist	BA, Slippery Rock University
MARKETING AND COMMUNICATIONS		
Carrie Kozel	Senior Director of Marketing & Digital Services	BA, Cazenovia College
Shelby Russell	Director of Creative Services	BFA, Villa Maria College
MISSION AND EQUITY		
Sr. Stella Nneji	Campus Minister	PhD, KU Leuven, Belgium
STUDENT AFFAIRS		
Grace Adams	Director of Residence Life and Community Standards	BS, Hilbert College MEd, Baldwin Wallace University

Barbara DeLaRosa	Administrative Assistant	AAS, BS Hilbert College
Brian Gangloff	Director of Counseling and Health Services	BA, Boston University MA, Medaille University
Heather Trumble	Director of Student Involvement	BA, SUNY at Buffalo MS, Canisius University
Rachel Wozniak	Assistant Vice President for Student Life and Assistant Dean of Students	BBA, MBA, Medaille University

FACULTY

ACADEMIC DEPARTMENT CHAIRPERSONS

Dr. Habibul Bakht	Chair, Division of Natural and Behavioral Sciences; Associate Professor, Biological Sciences; Pre-Health Advisor	BS, MS, University of Dhaka MS, PhD, University of Maryland
John G. D'Amico	Chair, Division of Professional Studies; Professor, Business	BS, Canisius University MA, SUNY at Buffalo
Laura Dannebohm, Esq.	Chair, Division of Law & Justice; Associate Professor, Criminal Justice; Graduate Studies	BS, Newman University MA, Bowling Green State University JD, Western Michigan University TMC Law School Licensed Michigan Attorney
Dr. Megan Burke Witzleben	Chair, Division of Arts and Letters; Tenured Professor, English	BA, Georgetown University MA, SUNY at Buffalo M.Phil, PhD, Fordham University

FACULTY FULL-TIME		
Michael Barry	Visiting Assistant Professor	BA, SUNY at Buffalo MS, Nova Southeastern University
Jason Becker	Assistant Professor, Business	AS, Jamestown Community College BA, SUNY Oswego MSA, Canisius University
Dr. Kristen Connolly	Assistant Chair, Division of Law and Justice Assistant Professor, Criminal Justice; Graduate Studies	BS, Hilbert College MS, PhD, SUNY at Buffalo
Taylor Doherty	Associate Professor, Theater	BA, Hilbert College MAH, SUNY at Buffalo
Dr. Charles Ernst	Tenured Professor, English	BA, Muhlenberg College MA, PhD, University of Pennsylvania
Dr. Jessica Finkeldey	Associate Professor, Criminal Justice; Graduate Studies	BA, Wright State University MA, Bowling Green State University PhD, Bowling Green State University
Dr. Martin Floss	Professor, Criminal Justice; Graduate Studies	AS, Erie Community College BS, MS, Buffalo State University PhD, Rutgers University
Chris Gallant	Tenured Professor, Digital Media and Communication	BS, MFA, SUNY at Buffalo
James M. Hall	Assistant Professor, Criminal Justice; Graduate Studies	BS, Houghton University MPA, Marist College

Dr. Andrew Hill	Assistant Professor, Biology	BS, University of Rhode Island PhD, University of Massachusetts
Dr. Jessica Hoffman	Associate Professor, Sociology	BA, MA, PhD, SUNY at Buffalo
Patrick Johnson, CPA	Tenured Professor, Accounting	BBA, Niagara University MBA, St. Bonaventure University
Herb Kauderer	Tenured Professor, English	AA Hilbert College BA, MA Buffalo State University MFA Goddard College AGC, PhD, SUNY at Buffalo
Tara Kazmark	Assistant Chair, Division of Arts and Letters Assistant Professor, English	BA, Canisius MS, SUNY at Buffalo
Dr. Andrew Kolin	Tenured Professor, Political Science	BA, Lehman College, City University of New York MA, PhD, City University Graduate Center
Colleen Kumiega	Assistant Chair, Division of Natural and Social Sciences Professor, Human Services	AAS, BS, Hilbert College MS, Canisius University
Dr. Julie Kusmierz	Tenured Professor, Human Services	BA, D'Youville University MSW, PhD, SUNY at Buffalo

Dr. Andrew Lindquist	Assistant Professor, English	BA, SUNY at Fredonia MA, University of Colorado, Boulder PhD, SUNY at Buffalo
Jenelle Lukasik	Program Coordinator, Division of Natural and Social Sciences Associate Professor, Mathematics	BA, Canisius University MA, SUNY at Buffalo
Ki Ho Park	Visiting Assistant Professor	BFA, College of Visual Arts MFA, Louisiana State University
Dr. Jonas Patricko	Program Coordinator, Division of Professional Studies Associate Professor, Cybersecurity	BS, MS, SUNY Empire State College MSEd (CTE), SUNY at Buffalo DBA, California Intercontinental University
John K. Payne	Assistant Professor, Crime Scene Investigation	BS, MS, Hilbert College
Doreen Prendergast	Assistant Professor, Chemistry	BS, University of Notre Dame MS, Canisius College MA, SUNY at Buffalo
John Reinholz	Associate Professor, Crime Scene Investigation	BS, Houghton College MA, SUNY at Albany New York State
Dr. David Reis	Tenured Professor, Religious Studies	BA, History, Santa Clara University MA, History, Creighton University MA, PhD, Claremont Graduate University

Daniel Roland	Assistant Chair, Division of Professional Studies Professor, Business	BS, MS, SUNY at Buffalo MBA, St. Bonaventure University
Dr. W. Gordon Snow	Tenured Professor, Liberal Studies	BA, Hampshire College MA, PhD, SUNY at Buffalo
Jonathan Sullivan	Assistant Professor, Intelligence	BS, Hilbert College
Dr. Caitlin Szalkowski	Program Coordinator, Division of Natural and Social Sciences Assistant Professor, Psychology	BS, Canisius University MA, PhD, University of Connecticut
Dr. Donald Vincent	Assistant Chair, Division of Arts and Letters Associate Professor, Digital Media and Communication Studies	BA, Geneseo College MA, PhD, SUNY at Buffalo
Shawn Young	Assistant Professor	BS, Hilbert College MS, Saint Leo University
FACULTY PART-TIME		
Peter Arcara	Communications	
Melvin Bankhead	Communications	
Layla Bartram	Cybersecurity	
Joelle Bence	Criminal Justice	
Rachel Blachowicz	Business	
Christopher Bosley	Social Sciences	
Dr. Kimberly Bailey	Biological Sciences	
Kimberly Bourke	Biology	
Josh Bowers	Graduate Studies	
Patrick Boyle	Foreign Languages	

Amanda Brown	Psychology	
Jeanie Bryant	Biological Sciences	
Gordon Carpenter	Criminal Justice	
Elizabeth Coffey	Biological Sciences	
Caitlin Cole-Conroy	History	
Carol Cullinan	Graduate Studies	
Kevin Cunningham	Physical Education	
Amanda Currie	Cybersecurity	
Shannon Curry Izzo	Psychology; Alcohol and Substance Abuse Counseling	
Christopher Decker	Cybersecurity	
Dr. Tera Domaradzki	Biological Sciences	
Darci Dougherty	Criminal Justice	
Brooke Driscoll	Forensic Biology	
Mary Duggan	Mathematics	
Danielle Dylík	Human Services	
Todd Ehret	Criminal Justice; Graduate Studies	
Marcello Falconetti	Criminal Justice; Graduate Studies	
Tom Ferro	Biology and Environmental Science	
Kelli Gaiser	Psychology	
Katherine Grenell	History	
William J. Grogan	Physical Education	
Drew Hemler	Nutrition	
Erik Johanson	Criminal Justice; Crime Scene Investigation	
Jordan Johnson	Biological Sciences	
Phillip Jones	Biological Sciences	
Taylor Kaufman	Cybersecurity	
Melissa Laidman	Psychology	

Katelyn Letizia, EdD	Art; Graduate Studies	
David Lukow	Business Management	
David Mancuso	Chemistry	
John Manth	Criminal Justice	
Steven MacMartin	Cybersecurity	
Neil McGillcuddy	Alcohol and Substance Abuse Counseling	
Michael Morcelle	Religious Studies	
Alyce Narvaez	American Sign Language	
Nemesis Negron	Psychology	
Erica Nicholson	Psychology	
Blase Nicolia	Accounting	
Andrew Nostrant	Crime Scene Investigation	
Kristen Pleace Fazzolari	Psychology	
Michael Pliszka	Criminal Justice	
Mary-Diana Pouli	Graduate Studies	
Richard Qualey	Criminal Justice	
Marcia Rich	Communications	
Marta Rizzo	Foreign Languages	
Anthony SanGiacomo	Criminal Justice	
Marc Spaugh	Cybersecurity	
Jeffrey Staruch	Mathematics	
Sara Stedman	Criminal Justice	
David Stott	Cybersecurity	
Richard Strahan	Sociology	
Kristen Sullivan	Alcohol and Substance Abuse	
Cassidy Territo	American Sign Language	
Danielle Thomson	Criminal Justice	

Zoya Vidrak	Cybersecurity	
Daniel Walczak	Criminal Justice	
Paul Werner	Foreign Languages	
Patrick Winney	English	
Jacy Woodworth	Psychology	
Margaret Young	Psychology	
Shawn Young	Criminal Justice; Crime Scene Investigation	
Jon Ziders	Criminal Justice	
Brian Zelli	Cybersecurity	
Robert Zimmerman	Mathematics	

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Saint Joseph Cathedral
Buffalo, New York

Hilbert College

Hon. Craig D. Hannah
Buffalo City Court
Buffalo, New York

Michael McCabe
Vice President
Chief Compliance Officer
Delaware North
Buffalo, NY

Michael C. Mommertz, '06, '16
Senior VP/Product Owner
M & T Bank
Buffalo, NY

Louis Petrucci, MPA '15
Executive Director
Support Services Corporation
Buffalo, NY

Fr. Nicholas Rokitka, OFM Conv.
Business Manager
St. Francis High School
Hamburg, New York

Jennifer Seib, '03 LMHC, CASAC
Senior Vice President of Strategic
Initiatives and Integration
BestSelf Behavioral Health
Buffalo, NY

Richard C. Suchan
Chief Operating Officer
Roman Catholic Diocese of Buffalo
Buffalo, NY

TRUSTEES EMERITI

G. Gary Berner
Banker, Retired

Sister M. Andrea Ciszewski,
FSSJ Director of Curriculum
Diocese of Springfield, MA

Hilbert College

Robert Drago, Sr.
President
Goya Foods Great Lakes

Bradley H. Hafner
Chairman of the Board
West Herr Automotive Group

Carol V. Kociela
Banker, Retired

Maureen Saab
Director of Development, Retired

Karen Gaughan Scott
Attorney at Law

Thomas Waring, Jr. President
Waring Financial Group, LLC

Merle Whitehead
President/CEO
Realty USA

PRESIDENT EMERITA

Sister Edmunette Paczesny

Memberships

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

Academy of Criminal Justice Sciences
Academy of Security Educators and Trainers
Allegany Mountain Collegiate Conference
American Academy of Forensic Sciences Institute
American Association of Colleges or Universities
American Association of Collegiate Registrars and Admissions Officers American Association for Higher Education American
Association for Paralegal Education
American Association of University Women
American College Personnel Association
American Correctional Association

American Library Association American
Probation and Parole Association
American Society of Criminology
American Sociological Association
Association for Student Judicial Affairs
Association of American Colleges and Universities
Association of Catholic Colleges and Universities
Association of College Administration Professionals
Association of College Unions International
Association of Franciscan Colleges and Universities
Association on Higher Education and Disability
Buffalo Chamber of Commerce
Catholic Campus Ministry Association
Catholic Library Association
College Student Personnel Association
Commission on Independent Colleges and Universities
Council for Advancement and Support of Education
Criminal Justice Educators
Association of New York State Council of Independent Colleges
Eastern Association of College and University Business Officers
Eastern College Athletic Conference
Financial Management Association
Hamburg Chamber of Commerce
International Leadership Association
Middle States Association of Colleges and Schools
National Association for Campus Activities
National Association of College Admissions Counselors
National Association of College Auxiliary Services
National Association of School Financial Aid Administrators
National Association of College and University Business Officers
National Association of Social Workers National Association of
Student Personnel Administrators
National Business Educators' Association
National Collegiate Athletic Association
National Collegiate Honors Council
National Council for Resource Development
National Criminal Justice Association
National Federation of Paralegal Association
National Rehabilitation Association
New York Leadership Educators Consortium
New York Library Association
New York State Association of College Admissions Counselors
New York State Economics Association
New York State Financial Aid Administrators Association
New York State Human Services Educators Association

New York State Rehabilitation Association
New York State Society of Bursars and Business Administrators
New York State Transfer and Articulation Association
Niagara Frontier College Placement Association
Niagara Frontier Residence Hall Association
Northeastern Association of Criminal Justice Sciences
Orchard Park Chamber of Commerce
Professional and Organizational Development Network
Rotary Club Hamburg/Sunrise

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

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

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

Admissions

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

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

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

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

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

Admissions

Undergraduate Admissions

The Office of Admissions attracts, informs, and evaluates all prospective undergraduate students looking to pursue higher education at Hilbert College. The Hilbert College On-Campus Programs Admissions Office is

located on the lower level of Franciscan Hall where the staff provides necessary information, resources, and opportunities for prospective students to learn more about the options available at Hilbert College. The Hilbert College Global Admissions Office for students interested in online programs is located in Bogel Hall.

ON-CAMPUS ADMISSIONS

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

All official transcripts should be mailed to:

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

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

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

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

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

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

ONLINE ADMISSIONS (HILBERT COLLEGE GLOBAL)

Applicants to the Hilbert College Global Online programs are subject to the same admissions standards as those applying for programs offered on campus. Applicants who do not meet the standard admissions requirements may be considered for admission under special circumstances deemed appropriate by the Vice President for

Hilbert College Global. Students currently enrolled in an on-ground program are eligible to switch to an online program, but only one time. Students in an online program may switch to an on-ground program only one time as well.

FIRST TIME COLLEGE STUDENTS

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

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

TRANSFER STUDENTS

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

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

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

READMIT STUDENTS

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

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

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

HOME SCHOOL STUDENTS

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

INTERNATIONAL STUDENT ADMISSIONS

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

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

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

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

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

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

Graduate Admissions

ADMISSIONS PROCEDURE FOR GRADUATE DEGREE PROGRAMS

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

- Hold a baccalaureate degree from an accredited college or university having earned a cumulative 3.0 grade point average.
- Possess relevant work experience.
- Complete the Hilbert College [online graduate application](#), including an updated resume, all previous college transcripts, and a 300-word statement that addresses:
 - Career goals alignment with the program of choice
 - Professional pathway and impacts of the program.
 - Strategies to be successful in a rigorous 16-month graduate program.
 - Commitment to equity, diversity, and inclusion.

CONDITIONAL ADMISSIONS POLICY

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

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

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

All conditions will be clearly communicated upon admission.

INTERNATIONAL GRADUATE ADMISSIONS

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

NON-MATRICULATED ADMISSIONS

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

Admissions Policies

APPEALING APPLICATION DECISIONS

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

APPLICATION DEFERMENT

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

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

DISCIPLINARY REVIEW POLICY

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

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

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

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

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

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

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

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

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

Panel members conduct a blind review of the confidential information supplied by the applicant and are not provided with any of the applicant's personally identifying information. This includes the applicant's name, gender, address, race, religion, and ethnicity. Panel members may be provided with the applicant's anticipated academic program, program start date, requested housing status (commuter or resident students), and their state and country of residence as part of their review process. Admission decisions are rendered after the panel's assessment and review of multiple factors. Upon enrollment to Hilbert College, all application materials including the applicant's name are shared with the Vice President for Student Life and Dean of Students so that the college may confidentially provide additional support services, if necessary.

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

HILBERT COLLEGE GLOBAL & CAMPUS ACTIVITIES

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

Opportunity Programs

ARTHUR O. EVE HIGHER EDUCATION OPPORTUNITY PROGRAM (HEOP)

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

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

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

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

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

ASSISI SCHOLARS PROGRAM

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

Scholarships are available for those who qualify, and students must maintain a cumulative grade point average of 2.0 in order to continue to receive the scholarship in subsequent semesters. Space in this student success program is limited so students are encouraged to complete the process as early as possible.

Transfer Policy

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

TRANSFER CREDIT CRITERIA

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

- Students may transfer a maximum of 90 credit hours for a bachelor degree program
- Students may transfer a maximum of 45 credits for an associate degree program
- Students must earn a minimum grade of C- at the transfer institution in order to receive transfer credit at Hilbert College.
- In certain instances, College policy regarding an acceptable passing grade in a required and/or prerequisite course may necessitate that a student repeat a course in order to meet the minimum standard required of all Hilbert students
 - Lab sciences C- or better
 - Accounting C or better
- Remedial courses are not accepted as transfer credits
- All transfer students must submit a high school transcript and all transcripts signifying completion of courses for college credit.
- Hilbert College accepts credits for examinations such as Advanced Placement (AP), College Level Examination Placement (CLEP), International Baccalaureate program (IB), and Defense Activities Non-Traditional Education Support (DANTES, or DSST), etc. Minimum grade requirements have been established for such exams.
 - AP – 3 or higher
 - CLEP – 50 or higher
 - DSST – 400 or higher
 - IB – 4 or higher
- If a student is intending to follow a pre-health track, they may be required to take all lab sciences at the college level. Please contact Dr. Habib Bakht (hbakht@hilbert.edu) to discuss these requirements further.
- Transcripts must be submitted directly from the organization in which students completed their coursework.
 - If a student took college credit through a high school program, the transcript must come directly from the college that sponsored the course.
- All final official transcripts must be received by Student Records by the final withdrawal date of the student's first semester at Hilbert. If official transcripts are not received by the set deadline, a registration hold will be put on the student's record.

- The division chair, in consultation with appropriate division faculty, will determine the acceptance of transfer credit for a major specific course that is over 10 years old. If the course is not accepted, the student has the option to appeal one time through their academic division with additional/supporting documentation.
- Only credit is transferrable; grades, quality points and cumulative averages do not transfer
- Pass/Fail grades will only be considered for transfer if the credit granting institution has a written policy stating that to receive a “P” grade, the student must receive a C- or better. Hilbert College recognizes that many schools put policies for pass/fail in place in the Spring 2020 semester to address the COVID-19 pandemic and will waive the above for courses that received a “P” during Spring 2020 only.

TRANSFER CREDIT EVALUATIONS

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

General Education Requirements

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

INTERNATIONAL TRANSFER CREDITS

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

ADVANCED PLACEMENT/CREDIT BY EXAMINATION

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

INTERNATIONAL BACCALAUREATE (IB)

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

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

Lifelong Learning

At Hilbert College, we believe learning is a lifelong journey. Whether in the classroom or beyond, we support students and graduates as they grow personally and professionally. Our programs foster curiosity, critical thinking, and adaptability, skills that matter in today's changing world. Through continuing education, alumni connections, and a commitment to new ideas, we help our community keep learning and make a positive impact.

COURSE AUDIT

Courses may be audited with the payment of the audit fee of \$320. Auditors receive neither credit nor grades. High demand classes or classes that take place in computer labs cannot be registered for until the end of the drop/add period for the semester to ensure matriculated students are able to register.

To audit a class, contact the Director of Lifelong Learning.

DUAL ENROLLMENT

Our Dual Enrollment Program creates an exceptional pathway for motivated high school students to accelerate their academic journey. Through partnerships with local schools, students can take genuine Hilbert College courses right in their familiar high school environment at significantly reduced costs. This program allows students to simultaneously earn high school graduation requirements and college credits during their regular school schedule. Participants gain invaluable exposure to college-level academic rigor, discover new areas of interest, and build confidence for their future higher education experience. All earned credits seamlessly apply toward Hilbert College degrees and readily transfer to other accredited institutions, providing maximum flexibility for students' educational plans.

NON-MATRICULATED STUDENTS

Students who wish to enroll in courses to supplement professional backgrounds or to enrich their personal lives, but who do not plan to matriculate for a degree, enroll as non-matriculated students. Non-matriculated students must meet all academic standards for enrollment in courses including prerequisite and GPA requirements. Applicants should contact the Director for Lifelong Learning for an application and to register for courses. Non-matriculated students whose performance is below acceptable standards will not be permitted to continue to enroll in courses.

Articulation Agreements

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

HIGH SCHOOL AGREEMENTS			
DEPARTMENT	HIGH SCHOOL PROGRAM	HILBERT EQUIVALENT	CREDIT
Criminal Justice			
Bishop Timon-Saint Jude High School	Criminal Justice/ Criminology	CJ 101/CJ 204	3-6
Bennett Law Magnet (PS 200)	Magnet Curriculum	CJ 202	3
East High School	Forensic Tech	FS 101/CJ Electives	3
Hamburg High School	Forensic Science	FS 101	3
Lancaster High School	Criminal Law Course	CJ Elective	3
St. Francis High School	Law in Society	CJ 202	3
Frontier High School	Criminal Justice/Forensic Science	CJ 101/FS 101	3-6
Mount Saint Mary Academy	Forensic Science	FS 101	3
Business Management			
West Seneca Academy of Finance	AOF Curriculum	2 BUS Electives	6
Iroquois Business Academy	AOF Curriculum	2 BUS Electives	6
Orchard Park Academy of Finance	AOF Curriculum	2 BUS Electives	6
North Tonawanda Academy of Finance	AOF Curriculum	Varies by major	3-6
Hamburg High School Academy of Finance	AOF Curriculum	2 BUS Electives	6
Lake Shore Academy of Finance	AOF Curriculum	2 BUS Electives	6
Communication Studies			
North Collins High School	Photography Course	1 Comm Elective	3
Chautauqua Lake	TV Broadcasting	1 Comm Elective	3
West Seneca	TV Broadcasting	1 Lib. Arts Elective	3
Buffalo Academy of Visual & Performing Arts	Comm. Media Arts	1 Comm. Elective	3

BOCES AGREEMENTS			
CENTERS	BOCES PROGRAM	HILBERT EQUIVALENT	CREDIT
Cattaraugus/Allegheny			
Belmont	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Ellicotville	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Olean	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Olean	Graphic Design	Lib. Arts Elective	3
Delaware, Chenango, Madison, Otsego (DCMO)			
DCMO Chenango Campus	Security and Law Curriculum	CJ 103	3
DCMO Robert Harrold Campus	Security and Law Curriculum	CJ 103	3
Erie I BOCES			
Harkness	Criminal Justice/Legal Academy	CJ 101, CJ 103, CJ elective, FS 101	3-12
Harkness	Cisco Networking/CIS	MIS 120, 205, 206	3-9
Kenton	Criminal Justice/Legal Academy	CJ 101, CJ 103, CJ elective, FS 101	3-12
Potter	Criminal Justice/Legal Academy	CJ 101, CJ 103, CJ elective, FS 101	3-12
Erie II BOCES			
Carrier	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Hewes	CJ Curriculum I & II	CJ 101, CJ Elective	3-6
LoGuidice	CJ Curriculum I & II	CJ 101, CJ Elective	3-6
Ormsby	CJ Curriculum I & II	CJ 101, CJ Elective	3-6
Genesee Valley BOCES			
Batavia	CJ Curriculum I & II	CJ 101, CJ Elective, FS 101	3-9

Mt. Morris	CJ Curriculum I & II	CJ 101, CJ Elective, FS 101	3-9
Greater Southerntier BOCES			
Broome-Tioga BOCES	CJ Curriculum I & II	CJ 101, CJ Elective, FS 101	3-9
Madison-Oneida BOCES	CJ Curriculum I & II	CJ 101, CJ Elective, FS 101	3-6
Monroe I BOCES	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Nassau BOCES Barry Tech	CJ Curriculum I & II	CJ 101, CJ Elective, FS 101	3-6
Orleans-Niagara BOCES			
Niagara and Orleans Career and Technical Center	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Niagara and Orleans Career and Technical Center	Digital Media Program	DMAC Elective	3
Southern Westchester BOCES	CJ Curriculum I & II	CJ 101, CJ 103, CJ Elective, FS 101	3-12
St. Lawrence-Lewis BOCES	CJ Curriculum I & II	CJ 101, CJ Elective	3-6
Wayne-Finger Lakes BOCES			
Finger Lakes BOCES (FLTCC)	CJ Curriculum I & II	CJ 101, CJ 202	3-6
Wayne Technical & Career Center	CJ Curriculum I & II	CJ 101, CJ 202	3-6
WSWHE BOCES	CJ Curriculum I & II	CJ 101, CJ 103	3-6

Interested students should contact the program coordinator for more information.

Cost of Attendance

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

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

The following rates are effective for the Fall 2025, Spring 2026, and Summer 2026 semesters.

FULL-TIME TRADITIONAL UNDERGRADUATE STUDENTS

FEE	COST
Tuition Total for Traditional Student	\$16,150 per semester
Comprehensive Fee*	\$1,100 per semester
Wellness Fee**	\$190 per semester
Student Activity Fee***	\$275 per semester
Registration Fee	\$50 per semester

*The comprehensive fee covers digital resources such as laptops, digital textbooks, campus safety services, and technology services.

**The wellness fee covers wellness services and student support.

***The student activity fee covers clubs and organizational programming outside of the classroom.

PART-TIME STUDENTS

FEE	COST
Tuition	\$1,440 per credit hour
Comprehensive Fee	\$55 per credit hour
Orientation Fee (first-time students only)	\$390
Registration Fee	\$50 per semester
Wellness Fee	\$190 per semester (students enrolled with 6 or more credit hours)
Student Activity Fee	\$20 per credit hour
Graduation Fee	\$300

*Part-time students enrolled in an undergraduate program taking graduate courses will be charged graduate tuition and fee rates for those courses.

ADDITIONAL FEES

Service and Study Away Fee	\$1,750 - \$2,400 per course
International Student Fee	\$1,500 per semester
Lab Fee	\$200 per course
Orientation Fee (new students)	\$390

FULL-TIME TRADITIONAL UNDERGRADUATE STUDENTS

Graduation Fee	\$300 (one-time fee)
Overload charge (over 18 credits)	\$1,440 per credit
Senior citizens may audit classes on a space available basis as non-matriculated students. Course resource fees apply.	

HILBERT COLLEGE GLOBAL (HCG) ONLINE PROGRAM COSTS

FEE	COST
Tuition (online)	\$560 per credit hour
Registration Fee	\$50 per semester
Graduation Fee	\$300 one-time charge
Course Resource Fee	\$351 per course
HCG Orientation Fee	\$220

GRADUATE ONLINE/HYBRID COSTS

FEE	COST
Tuition (online)	\$790 per credit hour
Registration Fee	\$50 per semester
Graduation Fee	\$300 one-time charge
Course Resource Fee	\$351 per course
Orientation Fee	\$220
International Student Fee	\$1,500 per semester

RESIDENT STUDENT COSTS

ROOM & BOARD	COST
St. Joseph Single (meals included)*	\$8,990/semester
St. Joseph Double (meals included)	\$7,830/semester
Trinity Double/ Suite (meals included)	\$7,830/semester

FULL-TIME TRADITIONAL UNDERGRADUATE STUDENTS	
Trinity Triple (meals included)	\$6,670/semester
Campus Apartments (includes 50 meal plan & \$100 Hawk bucks) Sr. Katherine House, Leo House, Rufino House, & St. Agnes House. Single rooms, common kitchen & living areas; for upper-class students only.	\$8,550/semester
Security Deposit (one-time fee upon residing on campus)	\$125
Meal Plan	
50 Meal Block	\$580 per semester
Additional Unlimited Meal Plan for Apartment students	\$1,250 per semester
*based on availability	
OTHER CHARGES	
FEE	COST <i>(subject to change)</i>
Transcript fee	\$15
Returned check fee	\$50
Rejected credit card fee	\$50
Due Date Late Fee	\$100/semester
Payment Plan Late Fee	\$100/month

Applying for Financial Aid

THE APPLICATION PROCESS

Applying for student financial assistance can be a complicated process. In order for the College to determine a student's eligibility for financial aid, certain application procedures must be followed and the student must submit follow-up forms in an accurate and timely manner. Students must be officially accepted by the Office of Admissions before notification of financial aid is given. The form used when applying for federal financial aid (including student loans) is called the Free Application for Federal Student Aid (FAFSA). To assure being

considered for all available funds, and to receive timely notification of funds being offered, students should submit the application form and all follow-up forms by April 1. You will be using income information from two years prior, i.e. 2024-2025 will be based on 2021 income. As the name suggests, there is no fee for using this form. The information that is provided on this form serves as the basis for determining the student's eligibility for federal aid as a full-time or part-time student. To apply for Federal Aid and obtain a Federal Student Aid ID (FSA ID), please visit studentaid.gov.

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

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

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

THE VERIFICATION PROCESS

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

GENERAL ELIGIBILITY CRITERIA

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

- Be a U.S. Citizen or eligible non-citizen
- Be enrolled or accepted for enrollment in an eligible degree or certificate program at an eligible post-secondary institution
- Not be simultaneously enrolled in elementary or secondary school
- Have a high school diploma or its recognized equivalent
- Provide a valid and verifiable social security number
- Maintain satisfactory academic progress in the program of study

- Not be in default on a previous federal education loan, not owe a repayment on a previous federal educational grant or loan, and not have borrowed in excess of federal student loan limits
- Meet additional program-specific criteria under specific program descriptions

Satisfactory Academic Progress

HILBERT COLLEGE'S SATISFACTORY ACADEMIC PROGRESS GUIDELINES FOR FEDERAL AID

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

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

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

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

ELEMENTS OF SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL AID

Cumulative Grade Point Average (GPA) – Qualitative Component

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

Pace (rate of attempted credit hours) – Quantitative Component

- A student must complete at least two-thirds (66.67%) of all cumulative attempted credit hours.
- New freshmen are required to successfully complete at least (50%) of the credits they attempt during their first two semesters. Starting with their third semester, they are required to successfully complete two-thirds (66.67%) of their credits.

- Transfer credits accepted by Hilbert College will count both as attempted and completed hours at Hilbert College.
- Remedial courses will count both as attempted and completed hours.
- Repeats of failed courses will count as attempted and completed hours.
- F, W, I grades will count as attempted, but NOT completed.
- Consult with Student Finance if you are repeating a course for a third time.

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

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

CONSEQUENCES OF NOT MEETING SATISFACTORY ACADEMIC PROGRESS (SAP)

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

APPEALS

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

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

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

STANDARD FOR CONTINUANCE OF STATE AID

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

BACCALAUREATE DEGREE (BY SEMESTER)**CALENDAR: SEMESTER DEGREE PROGRAM: BACCALAUREATE**

Before being certified for this payment:

1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
-----	-----	-----	-----	-----	-----	-----	-----	-----	------

A student must have accrued this many credits:

0	6	15	27	39	51	66	81	96	111
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With at least this grade point average:

0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0
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Completing at least this many credits for this semester:

6	6	9	9	12	12	12	12	12	12
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ASSOCIATE DEGREE (BY SEMESTER)**CALENDAR: SEMESTER DEGREE PROGRAM: BACCALAUREATE**

Before being certified for this payment:

1st	2nd	3rd	4th	5th	6th
-----	-----	-----	-----	-----	-----

A student must have accrued this many credits

0	6	15	27	39	51
---	---	----	----	----	----

With at least this grade point average:

0	1.5	1.8	1.8	2.0	2.0
---	-----	-----	-----	-----	-----

Completing at least this many credits for this semester:

6	6	9	9	12	12
---	---	---	---	----	----

HEOP STUDENTS BACCALAUREATE DEGREE (BY SEMESTER)**CALENDAR: SEMESTER DEGREE PROGRAM: BACCALAUREATE**

Before being certified for this payment:

1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
-----	-----	-----	-----	-----	-----	-----	-----	-----	------

A student must have accrued this many credits

BACCALAUREATE DEGREE (BY SEMESTER)									
0	3	9	21	33	45	60	75	90	105
With at least this grade point average:									
0	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0
Completing at least this many credits for this semester:									
6	6	9	9	12	12	12	12	12	12

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

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

Financial Aid Policies

THE TUITION PLAN

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

SPECIAL CASES

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

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

PAYMENT POLICIES

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

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

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

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

CAMPUS ACTIVITY & TECHNOLOGY ACCESS

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

EMPLOYER REIMBURSEMENT

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

FINANCIAL AID DEFERMENTS

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

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

GI BILL AND VR&E BENEFICIARIES

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

PAST DUE BALANCES

NEW STUDENTS

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

RETURNING STUDENTS

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

Refund Policies

- Tuition deposits and application fees are non-refundable.
- Room deposits are non-refundable except in cases of academic dismissal or excessive financial burden.
- Refund of all tuition and fee payments, other than nonrefundable deposits, is allowed for those students who officially notify the Office of Student Records that they will not be attending before the first day of classes.
- On or after the first day of the semester, refunds will be issued on cancellations, withdrawals, and adjustments that have been properly filed electronically with the Student Records Office via the student's Self-service portal. The effective date of these changes will be the date on which the form is received by the office.
- Refund of residence hall payments, other than nonrefundable deposits, is allowed for those students who officially notify the Director of Residence Life of their non-residence status prior to the first day of the residence contract. Any student whose contract for residence is accepted and who, thereafter, voluntarily changes to another residence not under the supervision of the College, but who continues to

attend the College as a full-time student will remain obligated for the entire semester’s room and board charge. Any student whose contract for residence accommodations is accepted and who, thereafter, officially withdraws from the College as a full-time student may receive a refund in accordance with the institutional refund schedule. A resident who breaks the yearly contract between semesters will be assessed a \$300 contract breakage fee.

- If the financial aid awards exceed the institutional charges for the semester, a refund of the excess funds is processed within 14 days of the credit balance being created. Resident students will be notified via Hilbert College email when their refund check will be available. All other refund checks will be mailed unless otherwise requested. Refunds resulting from Federal Parent (PLUS) Loans are made payable to the parent borrower, and are mailed directly to the parent.
- Full-time and part-time students who completely or partially withdraw during the first four weeks of the semester are granted an adjustment in tuition charges according to the following schedule.

INSTITUTIONAL REFUND SCHEDULE

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

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

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

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

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

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

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

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

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

RETURN OF UNEARNED MILITARY TUITION ASSISTANCE (TA)

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

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

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

RETURN OF FUNDS FORMULA

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

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

The following is the refund distribution schedule:

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

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

STUDENT'S RESPONSIBILITY

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

INSTITUTION'S RESPONSIBILITY

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

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

Financing an Education

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

WHAT IS FINANCIAL AID?

Financial aid, simply defined, is money that is supplied by a source outside of the family to help meet the cost of higher education. There are two basic categories of aid: need-based and non need-based. Need-based aid contributes the major portion of assistance available for higher education. When a student does not have sufficient family resources to pay for college, that student is considered to have financial need. This is determined by collecting financial data about the student and his/her family and then analyzing that data according to a

standard set of calculations. This need analysis results in the student aid index (SAI). The SAI represents the amount of resources, in dollars, that the student and his/her family are assumed to have available to contribute towards the cost of attendance which includes the following:

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

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

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

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

Financing an Education

Costs and Estimated Budgets

CALCULATION OF FINANCIAL AID

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

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

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

The estimated cost of attendance budgets for full-time students attending in the 2025-2026 academic year follow. Important Reminder: These budgets are not the actual charges on the student's account. Only tuition, fees, housing and meals (for resident students) and digital resources amounts are listed on the tuition bill.

The estimated cost(s) of Attendance printed on the Hilbert College Award Notice are inflated to include several factors in addition to tuition and fees. The budgets below are for a full-time undergraduate on-campus program students and Online students. These are strictly used by the Office of Financial Aid for the purpose of packaging for the 2025-2026 Academic Year. Updated Costs can be found on the [Hilbert College website](#).

STUDENT EXPENSES	COMMUTER	OFF-CAMPUS	RESIDENT ON-CAMPUS	ONLINE	GRADUATE
Tuition	\$32,300	\$32,300	\$32,300	\$20,160	\$21,330
Fees	\$3,230	\$3,230	\$3,230	\$4,362	\$3,309
Housing & Meals	\$4,000	\$12,600	\$15,670	\$12,675	\$12,180
Transportation	\$1,000	\$1,000	\$1,000	\$3,000	\$1,500
Personal Expenses	\$800	\$800	\$800	\$2,400	\$1,200
Average Loan Origination Fee	\$100	\$100	\$100	\$300	\$204
Total Cost	\$41,430	\$50,030	\$53,100	\$41,103	\$38,235

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

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

Financing an Education

Federal Financial Aid Programs

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

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

FEDERAL PELL GRANT

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

Current 2025-2026 awards for full-time students range from \$767 to \$7,395 per year. The amount of the award is affected by the cost of attendance and the status of part-time/full-time. The Pell grant is not duplicative of state awards.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)

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

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

FEDERAL WORK-STUDY PROGRAM

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

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

FEDERAL DIRECT LOAN

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

FEDERAL DIRECT LOANS (SUBSIDIZED AND UNSUBSIDIZED)

Direct Loans are made to students attending school at least half-time. The U.S. Department of Education is the lender, and you receive the loan money through your school. Direct Loans are low interest loans available for a student's educational expenses. A Subsidized Direct Loan is awarded on the basis of financial need. The federal government pays the interest on the Subsidized loan when the student is enrolled in college at least half-time and during the periods of loan deferment. The interest rate for Subsidized loans disbursed after July 1, 2025 will be at a fixed rate of 6.39%; interest begins after half-time enrollment ceases.

An Unsubsidized Direct Loan is not awarded on the basis of financial need. Unsubsidized Direct Loans have a fixed interest rate of 6.39% for undergraduate students and 7.94% for graduate students as of July 1, 2025. Interest is charged on the unsubsidized loan from the time the loan is disbursed until it is paid in full. This loan is designed for students who do not qualify for Subsidized Direct Loans. Additional loan funds are available for students who are independent of parent(s) as defined by Department of Education standards and for dependent students whose parents cannot borrow the Parent Plus Loan (\$4,000 for first-and second-year students, \$5,000 for third-and fourth-year students). A 1.057% origination fee will be charged on the principal amount of the subsidized and unsubsidized loans, deducted before any funds are received, so the loan amount you receive will be less than the amount that will be repaid. A student certified as a freshman (0-29 credit hours completed) may borrow up to \$3500 per academic year. A student certified as a sophomore (30-59 credit hours completed) may borrow up to \$4500 per academic year. A student certified as a junior or senior (60 or more credit hours completed) may borrow up to \$5500 per academic year. The amount of loan eligibility is also determined by enrollment status of part-time or full-time. Loan eligibility is prorated for a student completing his/her degree requirements during one semester of the academic period. The total aggregate limit for a dependent undergraduate student cannot exceed \$31,000 with a maximum of \$23,000 subsidized. The total aggregate limit for an independent undergraduate student is \$57,500 with a maximum of \$23,000 subsidized.

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

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

FEDERAL PARENT LOANS (PLUS)

The purpose of this program is to enable parents of dependent undergraduate students to secure a loan to help meet the educational costs of attending the College. Creditworthy parents of a dependent student who is enrolled at least half time in a degree program may borrow up to the students' cost of attendance, minus any other financial aid. Repayment begins within 60 days after the final loan disbursement for the loan period, unless the parent requests a deferment by indicating such on the plus loan application or directly contacts the plus loan servicer. Interest rate is fixed at 8.94% for Direct Plus Loans disbursed on or after July 1, 2025. A 4.228% origination fee will be charged on the principal amount of the loan, deducted before any funds are received, so the loan amount you receive will be less than the amount that will be repaid.

OTHER LOAN PROGRAMS

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

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

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

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

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

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

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

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

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

OTHER FEDERAL AID

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

OTHER LOAN PROGRAMS

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

Financing an Education

State Financial Aid Programs

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

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

Basic Conditions

- Does not and will not live with parents for more than six weeks during preceding, current and future tax year.
- Did not and will not receive support from parents exceeding \$750 during preceding, current and future tax year.
- Is not claimed as dependent on parent(s) tax return(s) for preceding or current tax year.
- Honorably discharged from US military service and not claimed by parent(s) for preceding or current tax years.
- 35 years of age as of June 30 of academic year (June 30, 2025 for 2025-2026).
- Between 22 and 35 years of age as of June 30 and meet the Basic Conditions.
- Married on or before December 31 preceding the academic year and meet the Basic Conditions.
- Previously approved for financial independence and meet the Basic Conditions.

UNDER 22 YEARS OF AGE

- Meet Basic Conditions and Meet One of the Special Conditions

Special Conditions

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

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

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

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

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

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

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

NEW YORK STATE ENHANCED TUITION AWARDS PROGRAM (ETA)

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

ELIGIBILITY

An applicant must: be a resident of NYS and have resided in NYS for 12 continuous months prior to the beginning of the term; be a U.S. citizen or eligible non-citizen; have either graduated from high school in the United States, earned a high school equivalency diploma, or passed a federally approved "Ability to Benefit" test, as defined by the Commissioner of the State Education Department; have a combined federal adjusted gross income of \$125,000 or less; be pursuing an undergraduate degree at a participating private college or university located in New York State; be enrolled in at least 12 credits per term and complete at least 30 credits each year applicable toward his or her degree program, through continuous study with no break in enrollment except for certain reasons that can be documented; if attended college prior to the 2023-2024 academic year, have earned at least 30 credits each year (successively), applicable toward his or her degree program prior to applying for an

Enhanced Tuition Award; be in a non-default status on a student loan made under any NYS or federal education loan program or on the repayment of any NYS award; be in compliance with the terms of the service condition(s) imposed by any NYS award(s) that you have previously received; and execute a Contract agreeing to reside in NYS for the length of time the award was received, and, if employed during such time, be employed in NYS.

CATCHING UP ON CREDITS

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

FIVE-YEAR UNDERGRADUATE PROGRAM

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

STUDENTS WITH DISABILITIES UNDER THE AMERICANS WITH DISABILITIES ACT OF 1990

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

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

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

APPEALS

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

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

AWARD AMOUNT*

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

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

DURATION

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

PAYMENT

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

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

Financing an Education

Scholarships

INSTITUTIONAL AND PRIVATE FUNDING

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

ACADEMIC EXCELLENCE SCHOLARSHIPS

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

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

INSTITUTIONAL ANNUAL INCOMING FRESHMAN SCHOLARSHIPS

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

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

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

TRANSFER STUDENT SCHOLARSHIPS

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

- Honors Scholarship
- Academic Merit Scholarship
- Transfer Assisi Scholarship

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

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

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

ADDITIONAL CAMPUS-BASED SCHOLARSHIPS

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

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

OTHER SCHOLARSHIPS

ARTHUR O. EVE HIGHER EDUCATION OPPORTUNITY PROGRAMS

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

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

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

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

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

SAY YES TO EDUCATION SCHOLARSHIP

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

EXTERNAL SCHOLARSHIPS

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

Payment of Financial Aid

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

OTHER PAYMENT OPTIONS

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

START HERE:

<http://www.fafsa.gov>

Hilbert College Code: 002735



Academic Policies

Hilbert College's academic policies are designed to ensure the integrity, fairness, and consistency of the academic experience for all students. These policies establish the standards and expectations that guide our academic community and uphold the College's mission and values.

This section of the Catalog serves as a comprehensive reference for students, faculty, and staff on topics including academic regulations, grading, degree requirements, and related procedures. Students are responsible for familiarizing themselves with these policies and should consult the Office of Academic Affairs or the Office of Registration and Records with any questions.

Navigate through the subpages to explore specific policy areas.

Academic Progress & Standing

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

Attempted Credits*	Academic Warning	Academic Probation	Academic Dismissal
0-29	1.80-1.99	1.50-1.79	1.49
30-59	1.85-1.99	1.65-1.84	1.64
60-89	-	1.95-1.99	1.94
90 and over	-	-	1..99

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

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

ACADEMIC WARNING

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

ACADEMIC PROBATION

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

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

- At the end of the semester on Probation, if the student's cumulative GPA rises, the student will be placed into the appropriate category of either Good Standing or Warning.
- At the end of the semester on Probation, if the student's cumulative GPA falls in the Academic Dismissal category, the student will be dismissed from the College.
- At the end of the semester on Probation, if the student's cumulative GPA remains in the Probation range, the student remains on Probation.

- If a continuing full-time student receives three failing grades in a semester or a continuing part-time student receives all failing grades in a semester, the student will be placed on Academic Probation and will be subject to the terms listed above.

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

ACADEMIC DISMISSAL

Dismissal occurs for one of four reasons:

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

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

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

GRADUATE STUDIES

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

- Students must maintain both a semester and cumulative GPA of at least 3.0 to remain in good academic standing.
- A maximum of two courses with grades below a B (B-, C+, or C) may be applied toward graduation. This applies to all 500- and 600-level courses.
- A grade of C- or lower is considered failing and will be recorded as a U (Unsatisfactory).
- Courses may only be repeated one time. *
- If at any point a student does fail a course, they must obtain approval from the Provost or Provost's designee before enrolling in additional courses.

DISMISSAL

Graduate students are subject to dismissal if they:

- Earn failing grades (U) in two or more courses, or
- Allow their cumulative GPA to fall below 3.0.

APPEALS

Academic dismissals may be appealed once to the Provost or Provost's designee. If an appeal is granted, any subsequent dismissal is considered final and further appeals will not be considered.

*Students who fail to pass a course after two (2) attempts will be permanently dismissed from the graduate program. This dismissal is final and not subject to appeal.

STUDENT-ATHLETES

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

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

ACADEMIC AMNESTY

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

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

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

ACADEMIC AMNESTY REQUIREMENTS

In order to qualify for Academic Amnesty:

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

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

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

PROCEDURE FOR ACADEMIC OR GRADE AMNESTY APPROVAL

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

EXAMINATIONS

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

GRADUATE PROGRAMS ACADEMIC POLICIES

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

- In addition to academic standing, students may be dismissed for activities inconsistent with academic or professional standards.
- Individuals may enroll as non-matriculated students on a space-available basis at the discretion of the program Chair.
- Course grades of "incomplete" (I) will only be granted under extraordinary circumstances and require the approval of both the instructor and the program Chair. If an incomplete (I) is granted, it must be satisfied by the end of the following semester. If not satisfied, the incomplete (I) reverts to a U or failing grade.
- Academic dishonesty policy and process applied to undergraduate education will also apply to graduate education, except that if the appeals committee does not include a graduate faculty member, one will be named to join the regular committee.

HONORS RECOGNITION

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

SEMESTER HONORS

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

GRADUATION HONORS

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

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

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

Honors Awards presented annually at Commencement Exercises are:

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

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

Academic Policies

Degree & Curriculum Rules

CLASS STATUS/ANTICIPATED GRADUATION YEAR

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

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

CHANGE OF CURRICULUM

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

COURSE & CREDIT POLICIES

COURSE LOAD

UNDERGRADUATE

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

GRADUATE

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

CREDIT HOURS

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

CURRICULUM WAIVERS

In certain cases, students may petition for an exception or waiver of certain course, program, or degree requirements. Students seeking such an exception to an established academic requirement must submit the Academic Exception Form. Exceptions may include, but are not limited to, prerequisite overrides, course substitutions, or requirement waivers.

The form must be completed by the student and approved by their academic advisor. Certain requests, such as course substitutions or requirement waivers, may also require the approval of the appropriate division chair.

Exceptions are granted at the discretion of the approving parties and are not guaranteed. Students are encouraged to submit requests well in advance of the registration period to allow sufficient time for review.

IN RESIDENCE COURSEWORK

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

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

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

PRIOR LEARNING CREDIT

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

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

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

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

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

DEGREE & GRADUTION REQUIREMENTS

DEGREE REQUIREMENTS

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

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

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

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

LIBERAL ARTS AND SCIENCES REQUIREMENTS

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

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

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

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

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

What comprises the liberal arts and sciences?

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

HUMANITIES

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

NATURAL SCIENCES AND MATHEMATICS

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

SOCIAL SCIENCES

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

TIME LIMIT FOR COMPLETING DEGREE

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

FINALIZING ACADEMIC RECORDS

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

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

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

EARNING MORE THAN ONE DEGREE

DUAL DEGREE AND DOUBLE MAJOR

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

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

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

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

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

RETURNING HILBERT COLLEGE STUDENTS

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

SUBSEQUENT DEGREES

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

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

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

GRADUATE CREDIT TOWARD UNDERGRADUATE DEGREES

GRADUATE COURSE REGISTRATION

Degree-seeking undergraduate students in a 4+1 or 3+3 program will complete specified graduate courses as part of their undergraduate degree requirements. Other undergraduate students may be granted permission to enroll in graduate courses for credit toward their undergraduate degree, or they may seek to transfer graduate credit from another institution. The availability of graduate courses to undergraduate students, as well as the acceptance of transfer graduate credit, is determined by the academic division offering the graduate course.

GRADUATE CREDIT AWARDED WHEN WITHDRAWING FROM DUAL DEGREE PROGRAMS

Undergraduate students who withdraw from a 4+1 or 3+3 program mid-year of their senior year may apply a maximum of one semester's worth of graduate credits earned in their program toward undergraduate degree requirements. Students who withdraw at the end of their senior year may apply all graduate credits earned to their undergraduate degree requirements.

Graduate credit earned at Hilbert that is applied to undergraduate requirements will be included in the student's undergraduate grade point average. Graduate credit earned at another institution will not be included in the undergraduate GPA, but it must meet Hilbert's transfer credit policy. Such courses will only count if they fulfill an undergraduate major requirement outlined on the student's program sheet.

Withdrawal deadlines differ between 7.5-week and 15-week courses. Students are responsible for reviewing the academic calendar and for submitting the withdrawal form in Self-Service by the appropriate deadline.

GRADUATE CREDIT AWARDED FOR STUDENTS NOT ENROLLED IN A GRADUATE PROGRAM

Undergraduate students not enrolled in a 4+1 or 3+3 program may take graduate courses of interest that do not count toward their undergraduate degree if they have earned at least 90 credits and have a minimum GPA of 3.0. Students are responsible for any financial aid implications of taking courses not listed on their program sheet.

Up to 9 credits of approved graduate coursework earned at other institutions may be applied to undergraduate degree requirements if the credits fulfill a major requirement outlined on the program sheet. The Hilbert Graduate Studies Committee, in consultation with the appropriate Divisional Chair and the Office of Registration and Records, will determine if and how these credits fulfill undergraduate major requirements.

Undergraduate students must meet all prerequisites for a graduate course or obtain permission from the division offering the course.

A minimum grade of C- is required for a graduate course to count toward undergraduate credit, and all other catalog requirements must be met.

Students who wish to use graduate courses to fulfill undergraduate Honors credit must also comply with all applicable Honors Program policies.

GRADUATION POLICIES

GRADUATION AND COMMENCEMENT POLICY

Hilbert College confers degrees three times annually: May, September, and December. Degree conferral is the official awarding of a degree after all academic and administrative requirements are met.

DEGREE CONFERRAL

A student's degree will be conferred when:

- All final grades are submitted and recorded with the Office of Registration and Records.
- All degree requirements have been fully satisfied.

Students with an outstanding financial balance will still have their degrees conferred, and the degree will appear on their official transcript. However, diplomas will not be released until all financial obligations to the College are resolved.

If a student requires official confirmation of degree conferral and has a financial hold, they may request an official transcript, which will include the degree and conferral date.

APPLICATION FOR DEGREE

Students must submit an Application for Degree to the Office of Registration and Records in order to be formally reviewed for graduation. Submission deadlines are sent via email and posted on campus.

Failure to submit the Application for Degree does not automatically prevent a student from being reviewed for degree conferral. However, students who do not apply are not guaranteed:

- Inclusion on the official graduation candidate list,
- Receipt of Commencement-related communications,
- Listing in the Commencement program or participation in the ceremony, and
- Timely or accurate review for degree conferral.

Students who do not submit the application may be missed entirely during the graduation review process, particularly if their intent to graduate is not otherwise communicated.

COMMENCEMENT ELIGIBILITY

Hilbert College holds one Commencement ceremony each May. The following students are eligible to participate:

- January and May graduates from the current academic year.
- Students with six (6) or fewer outstanding credits who are expected to complete all degree requirements by December 31 of the same calendar year.

Students with more than six credits remaining are not eligible to participate under any circumstances.

LATIN HONORS

Latin honors (cum laude, magna cum laude, summa cum laude) are awarded based on a student's final cumulative GPA at the time of degree conferral and appear on both the diploma and transcript.

For the purposes of the Commencement program, honors are calculated using a student's GPA as of the end of the fall semester. Final honors may therefore differ from those printed in the program.

To be eligible for Latin honors, a student must have earned a minimum of 45 credits at Hilbert College. Honors are awarded based on the final cumulative GPA as follows:

- Cum Laude: 3.60 – 3.74
- Magna Cum Laude: 3.75 – 3.89
- Summa Cum Laude: 3.90 – 4.00

DIPLOMAS

Diplomas are processed through a third-party vendor and are typically mailed in June following the May conferral. Students will receive an email confirmation when their diploma has been shipped. Diplomas are sent to the address indicated on the application for degree or the address on file if no application was submitted. If an application was not submitted and the diploma was mailed to the wrong address, the student is responsible for any fees associated for resending a diploma.

Students with a financial hold will have their diploma held until the balance is cleared, though their degree will still be recorded on the transcript.

Replacement diplomas are available upon request for a fee and are marked as such.

COMMENCEMENT AWARDS

The following awards are presented annually at Commencement Exercises are:

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

- John W. Kissel Man of the Year Award is made possible through the generosity of Mr. and Mrs. Walter J. Steffan and is granted to the graduate whose character, intellectual progress, organizational ability, and participation in activities and programs of the College render the recipient outstanding among their peers.
- The Lambert Graham and Margaret Graham Award is bestowed annually upon the adult who, as a full-time student, has maintained the highest Cumulative Quality Point Average while a student at Hilbert. If more than one student has the same QPA, the award would be presented to the student that has completed the most hours at Hilbert College.
- The Kimberly Bruch Raczkowski Memorial Alumni Award is named in honor of a 1991 graduate, a woman whose zest for life at Hilbert College made her untimely death all the more tragic. This award is bestowed upon a person who personifies integrity and moral character, a person who exhibits leadership qualities and reflects the spirit of Hilbert College. Honors Awards presented at the annual
- Additional graduation recognitions include:
- The McGrath Awards and The Hilbert College Awards are presented to members of the graduating class who have demonstrated superior achievement in these areas of study while completing their bachelor degree requirements.
- The New York State Society of Certified Public Accountants Award is presented to the graduating accounting major who has received the highest general averaged grade in all accounting courses.
- The Jocelyn R. Hughes Excellence in English Award is given by the English Department annually to the graduating English major deemed by the department's faculty to have produced the best academic work of that year's class of English majors.
- The Loose-leaf Law Publications Awards: "The Loose-leaf Law Publications Award is given annually to recognize the graduating Criminal Justice majors who exhibit exemplary dedication and enthusiasm in their specialized field."
- Sigma Tau Delta is an international English Honor Society for English majors and minors. Students must meet eligibility requirements including having a 3.0 GPA or above and maintaining at least a B average in English courses. Lambda Epsilon Chi is a national honor society for paralegal students in baccalaureate programs. Students in the top 20% of their graduating class are eligible.
- Thompson Publishing Award for Excellence in Human Services annually recognizes the Human Service student who has achieved academic excellence and has already made a contribution to the discipline of Human Services. The student is chosen for this honor based on academic performance in the major and upon recommendation by the departmental faculty.

POSTHUMOUS RECOGNITION OF A STUDENT

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

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

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

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

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

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

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

PROCESS:

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

Grading System & Policies

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

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

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

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

I	INCOMPLETE
U	UNSATISFACTORY
W	WITHDRAWAL
S	SATISFACTORY

GRADE CHANGE POLICY

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

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

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

GRADE GRIEVANCE POLICY

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

Step One

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

Step Two

If the student is still not satisfied, the student may submit a written request for review to the Department Chairperson within ten (10) business days after meeting with the instructor. Both the instructor and student should submit a narrative statement with any appropriate documentation to the Department Chairperson to support their position. The Department Chairperson must review the written statements from both parties within ten (10) business days. (If the involved instructor is the Department Chairperson, then the matter is referred to the

Vice President for Academic Affairs who will select an alternate chairperson.) The Department Chairperson will attempt to informally mediate and resolve the grade dispute. If the student is not satisfied with the result, they may appeal in writing to the Vice President for Academic Affairs within ten (10) business days of that meeting.

Step Three

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

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

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

GRADE REPORTS

All final semester grades are posted in Self-Service on the date indicated in the academic calendar. In accordance with the Family Educational Rights and Privacy Act (FERPA), Hilbert College will not release grade information through mail, email, or telephone. Students who are unable to access Self-Service must request an official transcript through the Registrar's Office to obtain their grades.

INCOMPLETE GRADES

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

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

Registration Regulations

ADVISEMENT

Hilbert College's advisement model is a collaborative effort between faculty and staff designed to support students holistically throughout their college experience. The goal is to foster self-directed, responsible decision-making as students work toward their academic, personal, and professional goals.

ACADEMIC ADVISEMENT

Each Hilbert College student is assigned to an academic advisor. First-time college students are advised by their BLU 101 instructor throughout their first year, then transitioned to a faculty advisor within their major as sophomores. Transfer students are assigned to faculty within their major. Students are required to meet with their assigned academic advisor each semester to discuss their academic progress and select courses for the following semester; students may only be authorized to register if they have met with their academic advisor. All advisor assignment changes take place each semester following drop/add and prior to advisement/registration.

CHANGES IN REGISTRATION

There are three (4) types of changes that may be made to a student's schedule:

DROP/ADD

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

COURSE WITHDRAWAL

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

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

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

SEMESTER WITHDRAWAL

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

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

ADMINISTRATIVE WITHDRAWAL

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

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

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

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

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

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

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

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

COURSE CANCELLATION

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

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

COURSE REPEAT POLICY

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

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

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

LEAVE OF ABSENCE

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

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

RETURNING FROM A LEAVE OF ABSENCE

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

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

- Does not return before the end of the leave of absence expires;
- Fails to complete the required leave of absence form;
- Takes courses at another institution while on a leave.

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

HILBERT COLLEGE GLOBAL

Students enrolled in 100% online programs must submit a leave of absence form if they do not intend to enroll in summer courses, as the summer term is considered a required semester. Failure to submit the form will result in the need to reapply for admission.

ONLINE COURSE POLICY

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

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

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

MILITARY WITHDRAWAL AND LEAVE OF ABSENCE

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

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

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

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

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

REGISTRATION

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

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

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

GRADUATE STUDENTS

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

REMOTE ACCESS

Instructors may grant permission for a student to remotely access a class on a case by case emergency basis. The instructor's policy for such access must be detailed in the course syllabus and/or accessible to students through Blackboard.

In cases where an extended absence is anticipated, the student shall be directed to contact the Office of Accessibility Services to explore options up to and including withdrawal from one or more courses.

ROSTER RECONCILIATION

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

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

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

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

Academic Policies

Student Code of Academic Ethics

A student's conduct at Hilbert College is expected to reflect that of a person engaged in the serious pursuit of an academic degree. The College provides an environment that fosters critical thinking and judgment so to safeguard the integrity of the institution, students are expected to follow all institutional and course policies related to academic honesty.

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 requires students to maintain the highest ethical standards in their academic endeavors, both in and outside the classroom.

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. Due to the serious nature of violating the Code of Ethics, if a student has two formal reports of Academic Dishonesty on their record, they may be dismissed from the College. All upheld reports of academic dishonesty will be retained in the student's academic record until three years after the student's departure from the College.

Faculty are expected to report all violations of the Code of Ethics. Students have the right to dispute these actions in accordance with the procedures outlined below in "Due Process for Alleged Violations of the Code of Ethics." Ignorance of any aspect of the Code of Ethics is not an acceptable defense.

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 unclear about any issue involving academic integrity.

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

CHEATING ON EXAMINATIONS AND ASSIGNMENTS

Cheating is obtaining an unearned academic advantage either through deliberate deception or indifference to the Code of Ethics. 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 a test, examination, or other assigned class work. Examples of cheating include, but are not limited to, the following:

- Copying answers from another person.
- Deliberate alteration of graded material for a re-grade or grade correction.
- 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.
- Asking for, giving, or receiving the answers to test questions.
- Having another person/student take a test for a student.
- 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.
- Fabricating data and information (i.e., laboratory and clinical results, case studies, interviews, etc.).
- Submitting a previously graded paper or speech to a different instructor without that instructor's approval.
- Submitting the same paper to two instructors simultaneously without both instructors' permission.
- Using AI to partially or fully generate ideas which are then submitted in replacement of student-generated work without instructor permission.

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, but are not limited to, the following:

- 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 such as AI.
- Copying from any source (print and non-print, including Internet websites and AI), including altering a few words to avoid exact quotation, without the appropriate documentation or by using improper documentation of the source.
- Rewording an idea found in a source but then omitting a citation.
- 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 or something else.
- 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.

AIDING ANOTHER STUDENT IN COMMITTING AN ACT OF DISHONESTY

Helping someone else cheat is a violation of the Code of Ethics. Some examples may include, but are not limited to, the following:

- Willfully offering to or taking from another student questions or answers to tests, examinations, oral and written assignments, presentations, clinical projects, etc.
- 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), making corrections to another person's work (as opposed to identifying the corrections and letting the other person make the changes), or writing or re-writing a major portion of a student's assignment.
- Taking a test for another student.

DUE PROCESS FOR ALLEGED VIOLATIONS OF THE CODE OF ETHICS

Faculty may choose not to pursue a formal report of academic dishonesty if a resolution can be reached through notification and discussion with the student. If an informal resolution cannot be reached, or if the violation is considered too serious for an informal resolution, the following formal due process will be engaged:

If a faculty member suspects a student has engaged in academic dishonesty, they will notify the student via their Hilbert email and provide them with an academic dishonesty report which includes supporting evidence.

The student will have 5 business days from the date of notification to respond. If the student acknowledges the violation, or does not respond within the allotted time frame, the faculty member will penalize the student according to the policies described in their course syllabus and the academic dishonesty report will be retained in the student's academic record.

APPEAL PROCESS

If the student challenges the faculty member's accusation and no resolution can be reached between the faculty member and student, the matter will be presented to the chair of the division in which the course is offered (or to the Provost or Provost designee if

the faculty member involved is the 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, the report and sanctions will stand. If the chair's decision supports the student, the academic dishonesty report will be rescinded.

If either the faculty member or student does not accept the decision of the chair and wishes to appeal, the matter will be presented to the Academic Integrity Committee. Both parties (faculty and student), and the chair will send written reports within 5 business days to the Academic Integrity Committee to render a final decision. If the Committee's decision supports the faculty member, the academic dishonesty report will be retained in the student's academic record. If the Committee's decision supports the student, the academic dishonesty report will be rescinded.

If a second report of academic dishonesty for the same student is sustained through the foregoing process, the student may be automatically dismissed from the College by the Provost/VPAA or the College's Chief Academic Officer.

Core Curriculum

HILBERT REQUIRED COURSES

All Hilbert College students are required to complete EN 101 (College Writing) and EN 102 (Unveiling Literary Treasures), a religion elective in keeping with our Franciscan tradition, and a sequence of Blueprint courses designed to support student development from the first year through graduation. The Blueprint focuses on academic skill-building, career readiness, service learning, and integrative learning. For more information, see the Blueprint section of the catalog.

GENERAL EDUCATION CURRICULUM

General Education signifies a program of arts and sciences courses providing students with a broad educational experience. Rather than being focused on majors or academic/vocational specializations, General Education courses are universal and foundational. Typically introductory, they offer students fundamental skills and knowledge in mathematics, English, arts, humanities, physical sciences, and social sciences. Completion of a General Education program is required for a degree. The General Education is comprised on at least one

course in mathematics, natural science, social science, American history/western civilizations, civic learning and engagement, humanities, arts, and foreign cultures and language. The modules and the content are meant to meet the following outcomes that align with the American Association of Colleges & Universities, Liberal Education and America's Promise initiative.

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

GENERAL EDUCATION COURSE MODULES

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

AMERICAN HISTORY/WESTERN CIVILIZATION

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

ARTS

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

FOREIGN CULTURE AND LANGUAGE

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

HUMANITIES

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

MATHEMATICS

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

NATURAL SCIENCE

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

SOCIAL SCIENCE

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

GENERAL ELECTIVE

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

Blueprint

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

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

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

FIRST-YEAR EXPERIENCE

All incoming first-year students participate in the First-Year Experience, which consists of BLU 101: Foundations Seminar and BLU 151: Public Speaking. BLU 101 is designed to acquaint students with the college, its resources, opportunities for involvement and academic expectations. All first-year students participate in the **Hilbert Reads program** and may have an opportunity to meet the author of the selected book.

In the spring semester, first-year students take BLU 151: Public Speaking, where they continue to develop their oral communication skills and engage in civil, respectful discourse with their classmates.

SOPHOMORE SERVICE EXPERIENCE

In their sophomore year, students will take BLU 201: Service Learning and Civic Engagement. This course, which builds on BLU 101 and BLU 151, provides students with an opportunity to explore one or more social concerns within the local community. Catholic social teaching principles and Hilbert's Catholic, Franciscan heritage provide a framework for students to understand their own personal experiences and to develop a critical perspective on civics and justice. Knowledge gained through in-class activities, readings, and lectures is applied through development of a semester-long service-learning experience with a community partner. This service-learning experience will help address the immediate needs of the community and develop a student's sense of civic responsibility.

JUNIOR SYMPOSIUM

Three professors from different disciplines teach BLU 301: Junior Symposium, the third-year Blueprint class. This team-taught approach provides students with a unique opportunity to consider world events from multiple perspectives. Building on skills learned in the previous Blueprint classes, students use The New York Times as their text and engage in active debates and student-led discussions, reinforcing the importance of civil discourse and allowing students to consider how current events impact their lives.

SENIOR CAPSTONE EXPERIENCE

The Hilbert Blueprint culminates with the Senior Capstone. Unique to each department, the capstone could be—but is not limited to—a research project, seminar, internship, or research paper. The Senior Capstone is designed to synthesize the student's four-year educational experience and support the college's mission to produce "informed citizens committed to serving and strengthening their communities."

Hilbert College Online

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

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

ACADEUM COURSE SHARING POLICY

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

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

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

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

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

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

Honors Program

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

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

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

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

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

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

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

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

A SAMPLE OF CURRENT COURSES OFFERED FOR HONORS CREDIT*

In lieu of proposals are available for student review online.

- ACC 320 Intermediate Accounting I
- BLU 301 Junior Symposium
- BUS 200 Introduction to Business Management

- CJ 101 Introduction to Criminal Justice
- CJ 204 Crime and Society
- CJ/HS/PSY 316 Family Violence
- ECO 203 Principle of Contemporary Macroeconomics
- ECO 204 Principles of Contemporary Microeconomics
- EN 205 Survey of World Literature I
- EN 315 World Mythology
- EN 325 Autobiography
- FS 101 Introduction to Forensic Science
- FS 318 Special Topics in Forensic Science I
- HS 101 Introduction to Human Services
- HS/PSY 205 Interpersonal Communication and Effectiveness
- MA 200 Topics in Statistics
- PH 205 Business Ethics
- PH 302 Making of the Modern Mind I
- PS 102 American Government
- PS 335 Genocide
- PSY 202 Psychology of Adult Development and Aging
- PSY 406 Cross Cultural Study of Psychology

*List is subject to change.

HONORS PROGRAM INFORMATION

Eligibility requirements

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

Curricular Requirements

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

Extra-Curricular requirements

- 20 hours of community service annually
- Mentoring

Benefits

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

Leadership Scholars Program

Please note that this program is no longer accepting new students, effective Fall 2024.

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

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

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

Hilbert College Leadership Scholarship Eligibility Requirements:

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

Hilbert College Leadership Scholarship Recipient Requirements:

Curricular

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

Co-Curricular

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

Benefits:

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

Application Process:

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

Study Abroad

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

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

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

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

Associate of Arts in Liberal Arts

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

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

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

BLUEPRINT REQUIREMENTS

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

GENERAL EDUCATION MODULES

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

GENERAL ELECTIVES

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

BLUEPRINT REQUIREMENTS		
All College Elective	Any Course	3

Bachelor of Arts in Digital Media and Communication

REQUIRED COURSES IN MAJOR		
COURSE NUMBER	COURSE NAME	CREDITS
COM 110	Introduction to Mass Media	3
COM 170	Multimedia Production I	3
COM 180	Multimedia Production II	3
COM 210	Media Analysis	3
COM 211	Mass Communication Theory	3
COM 320	Law and Ethics II	3
COM 491	Internship	3
EN 240	The Art of Persuasion	3
MA 200	Topics in Statistics	3
CONCENTRATION (CHOOSE ONE)		
FILM AND VISUAL EFFECTS CONCENTRATION		
COM 365	Digital Filmmaking	3
COM 375	Digital Film Editing	3
COM 385	2D/3D Graphics	3
COM 455 or COM 478	2D/3D Advanced Graphics or Documentary Filmmaking	3
GRAPHIC DESIGN CONCENTRATION		
COM 270	Digital Photography I	3
COM 273	Graphic Design	3
COM 305	Visual Communication	3
COM 381	Web Design	3
INTEGRATED MARKETING CONCENTRATION		
COM 261	Concepts of Integrated Marketing	3
COM 344	Public Relations Writing	3

COM 348	Advertising Copywriting	3
COM 362	Integrated Marketing Research	3
MULTIMEDIA JOURNALISM CONCENTRATION		
COM 243	Journalism	3
COM 360	Press Relations	3
COM 442	Multimedia Journalism	3
COM 443	Journalism Practicum	3
MAJOR ELECTIVES		
COM 460 or COM 493	Immersive Learning Course	3
COM ***	300 or 400 Level Communications Course	3
COM ***	300 or 400 Level Communications Course	3
COM ***	Any Level Communications Course	3
BLUEPRINT REQUIREMENTS		
COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3
EN 101	Introduction to Composition	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3
GENERAL EDUCATION CORE MODULES		
COURSE NUMBER	COURSE NAME	CREDITS
American History/Western Civilization	Approved Elective	3
Foreign Culture and Language	Approved Elective	3

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

Bachelor of Arts in English

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

- Promoting intellectual curiosity, creativity, active learning, and independent thought;
- Treating students as participants in the construction of knowledge;
- Engaging students in the creation and critical analysis of texts and modes of discourse in their diverse historical, aesthetic, cultural, social, and theoretical contexts;

- Developing life-long, transferable skills in critical thinking, reading, writing, speaking, listening, and modes of inquiry;
- Fostering respect for intellectual and human diversity;
- Encouraging interdisciplinary approaches to content and style;
- Facilitating pre-professional, career development, and graduate school preparation;
- Serving as a community resource for the arts by hosting artistic events featuring regional, national and international artists working in various media.

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

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

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

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

LEARNING OBJECTIVES

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

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

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

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

- Write with grace and precision while avoiding distracting mechanical errors
- Synthesize ideas in order to effectively support one's point of view
- Identify different modes of writing and use the appropriate mode of writing to achieve an intended purpose for a specific audience

English students will demonstrate research skills through the ability to:

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

English students will demonstrate interpretive skills through the ability to:

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

REQUIRED COURSES IN MAJOR

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

BLUEPRINT REQUIREMENTS

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

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

As an eligible English student, you'll begin taking six select Canisius undergraduate education courses during your freshmen/sophomore year, all while completing your Bachelor of Arts degree at Hilbert. You'll travel to Canisius for class (one class per semester) during your sophomore year for these courses.

Upon your undergraduate graduation, you'll seamlessly transition to Canisius to complete your master's degree in Adolescent Education (grades 7-12) and Special Education (grades K-12), earning your New York State certifications. Your master's level classes will be held both on-campus and online, offering flexibility. Upon completion of the program, you'll be qualified to teach English.

ELIGIBILITY REQUIREMENTS

To qualify, you'll need to maintain a minimum GPA of 2.75 in your relevant coursework, and you must complete 15 credits here at Hilbert before you begin taking classes at Canisius.

REQUIRED COURSES

In addition to the required English and Blueprint courses for the BA degree, students enrolled in the 4+1 pathway to the Canisius University MEd program must complete a more structured general education curriculum, as well as specific education courses through Canisius University. The full list of additional requirements is outlined below.

GENERAL EDUCATION CORE MODULES

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

REQUIRED MSED COURSES

COURSE NUMBER	COURSE NAME	CREDITS
EDS 223 (<i>Canisius</i>)	Adolescent Literacy	3
EDS 360 (<i>Canisius</i>)	Evaluation & Teaching Strategies	3
EDS 402 (<i>Canisius</i>)	Methods of Teaching English	3
EDU 250 (<i>Canisius</i>)	Foundations of Education	3
EDU 356 (<i>Canisius</i>)	Assessment for Diverse Learners	3
SPE 341 (<i>Canisius</i>)	Inclusive Strategies	3
SPE 631 (<i>Canisius</i>)	Reading and Writing	3
SPE 640 (<i>Canisius</i>)	LBD Etiology & Research Based Interventions	3
PSY 101	Introduction to Psychology	3
PSY 203	Adolescence	3

Bachelor of Arts in English

English 3+3 UB Law

Hilbert offers a 3+3 Program with UB Law School, an accelerated program enabling students to earn both a bachelor's degree and a Juris Doctor (JD) in six years. This program is available to students majoring in Criminal Justice, Political Science, Psychology, Human Services, English, and Liberal Studies. Students complete their undergraduate studies at Hilbert in the first three years, taking the LSAT in their junior year. If accepted, their fourth year is spent at UB Law School, with those credits counting towards both degrees. This program offers benefits such as saving a year of time and tuition, providing a streamlined path to law school, and allowing for an earlier start to a legal career.

PROGRAM STRUCTURE

- **Years 1-3:** You'll focus on completing your undergraduate major at Hilbert College.
 - During your junior year, you'll take the LSAT (Law School Admission Test) and apply for admission to the University at Buffalo School of Law (UB Law School). Learn more about the JD applicant account process and LSAT information on the [LSAC website](#).
- **Year 4:** If accepted, you'll spend your senior year at UB Law School, taking courses that count towards both your bachelor's degree (electives) and your JD degree. A transcript from the first year UB Law School is to be sent to Hilbert College to receive a Bachelor of Science degree. Receipt of this degree is required to continue in the UB program.
- **Years 5-6:** You'll complete the remaining two years of your law school curriculum at UB Law School, ultimately graduating with a Juris Doctor degree.

For students enrolled in the 3+3 pathway to the University at Buffalo School of Law, 32 credits within the BA in English program will be fulfilled through coursework completed during the first year at UB Law as outlined below:

UB LAW COURSES		
COURSE NUMBER	COURSE NAME	CREDITS
LAW 501	Civil Procedure	4
LAW 503	Contracts	4
LAW 505	Criminal Law	4
LAW 507	Property	4
LAW 509	Torts	4
LAW 511	Constitutional Law	4
LAW 515	Legal Analysis and Research	4
LAW 516	Legal Analysis and Research	4

Bachelor of Science in Liberal Studies

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

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

REQUIRED COURSES IN MAJOR

COURSE NUMBER	COURSE NAME	CREDITS
EN 240	Introduction to Persuasive Methods	3
EN 340	Professional and Technical Writing	3
EN 341	Advanced Writing	3
HI 288	World History and Geography	3
HI 289	World History and Geography II	3

MAJOR ELECTIVES

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

The following subject areas may count towards liberal studies electives:

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

BLUEPRINT REQUIREMENTS

COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3

REQUIRED COURSES IN MAJOR

BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3
EN 101	Introduction to Composition	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3

GENERAL EDUCATION CORE MODULES

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

GENERAL ELECTIVES

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

REQUIRED COURSES IN MAJOR		
All College Elective	300 or 400 Level Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3

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

Bachelor of Science in Liberal Studies

Liberal Studies MEd 4+1 Canisius University

As an eligible Liberal Studies student, you'll begin taking six select Canisius undergraduate education courses during your freshmen/sophomore year, all while completing your Bachelor of Science degree at Hilbert. You'll travel to Canisius for class (one class per semester) during your sophomore year for these courses.

Upon your undergraduate graduation, you'll seamlessly transition to Canisius to complete your master's degree in Adolescent Education (grades 7-12) and Special Education (grades K-12), earning your New York State certifications. Your master's level classes will be held both on-campus and online, offering flexibility. Upon completion of the program, you'll be qualified to teach Social Studies

ELIGIBILITY REQUIREMENTS

To qualify, you'll need to maintain a minimum GPA of 2.75 in your relevant coursework, and you must complete 15 credits here at Hilbert before you begin taking classes at Canisius.

REQUIRED COURSES

In addition to the required Liberal Studies and Blueprint courses for the BS degree, students enrolled in the 4+1 pathway to the Canisius University MEd program must complete a more structured general education curriculum, as well as specific education courses through Canisius University. The full list of additional requirements is outlined below.

Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Mathematics	Approved Elective	3
Mathematics	Approved Elective	3
Natural Science	Approved Elective	3
Natural Science	Approved Elective	3

REQUIRED MSED COURSES

COURSE NUMBER	COURSE NAME	CREDITS
EDS 223 (<i>Canisius</i>)	Adolescent Literacy	3
EDS 360 (<i>Canisius</i>)	Evaluation & Teaching Strategies	3
EDS 402 (<i>Canisius</i>)	Methods of Teaching English	3
EDU 250 (<i>Canisius</i>)	Foundations of Education	3
EDU 356 (<i>Canisius</i>)	Assessment for Diverse Learners	3
SPE 341 (<i>Canisius</i>)	Inclusive Strategies	3
SPE 631 (<i>Canisius</i>)	Reading and Writing	3
SPE 640 (<i>Canisius</i>)	LBD Etiology & Research Based Interventions	3
ECO 309	Human Economics	3
HI 103	Nineteenth Century America	3
HI 104	Twentieth Century America	3
PSY 101	Introduction to Psychology	3
PSY 203	Adolescence	3

Bachelor of Science in Liberal Studies

Liberal Studies 3+3 UB Law

Hilbert offers a 3+3 Program with UB Law School, an accelerated program enabling students to earn both a bachelor's degree and a Juris Doctor (JD) in six years. This program is available to students majoring in Criminal Justice, Political Science, Psychology, Human Services, English, and Liberal Studies. Students complete their undergraduate studies at Hilbert in the first three years, taking the LSAT in their junior year. If accepted, their

fourth year is spent at UB Law School, with those credits counting towards both degrees. This program offers benefits such as saving a year of time and tuition, providing a streamlined path to law school, and allowing for an earlier start to a legal career.

PROGRAM STRUCTURE

- **Years 1-3:** You'll focus on completing your undergraduate major at Hilbert College.
 - During your junior year, you'll take the LSAT (Law School Admission Test) and apply for admission to the University at Buffalo School of Law (UB Law School). Learn more about the JD applicant account process and LSAT information on the [LSAC website](#).
- **Year 4:** If accepted, you'll spend your senior year at UB Law School, taking courses that count towards both your bachelor's degree (electives) and your JD degree. A transcript from the first year UB Law School is to be sent to Hilbert College to receive a Bachelor of Science degree. Receipt of this degree is required to continue in the UB program.
- **Years 5-6:** You'll complete the remaining two years of your law school curriculum at UB Law School, ultimately graduating with a Juris Doctor degree.

For students enrolled in the 3+3 pathway to the University at Buffalo School of Law, 32 credits within the BS in Liberal Studies program will be fulfilled through coursework completed during the first year at UB Law as outlined below:

UB LAW COURSES		
COURSE NUMBER	COURSE NAME	CREDITS
LAW 501	Civil Procedure	4
LAW 503	Contracts	4
LAW 505	Criminal Law	4
LAW 507	Property	4
LAW 509	Torts	4
LAW 511	Constitutional Law	4
LAW 515	Legal Analysis and Research	4
LAW 516	Legal Analysis and Research	4

Bachelor of Science in Political Science

Political science has its origins in Greek and Roman discussions on governance and the creation of a just and harmonious social order. The contemporary field of political science builds upon these ideas by examining the theories that shape our perspectives on government and how political leaders exercise authority on local,

national, and international levels. Political scientists explore concepts such as ideology and power to explain the decision-making processes, rules, and laws that characterize the relationships between political institutions and their citizens.

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

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

PROGRAM LEARNING OBJECTIVES

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

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

REQUIRED COURSES IN MAJOR

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

MAJOR ELECTIVES

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

BLUEPRINT REQUIREMENTS

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

EN 101	Introduction to Composition	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3

GENERAL EDUCATION CORE MODULES

COURSE NUMBER	COURSE NAME	CREDITS
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Humanities	Approved Elective	3
Math	Approved Elective	3
Natural Science	Approved Elective	3

GENERAL ELECTIVES

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

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

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

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

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

Bachelor of Science in Political Science

Political Science 3+3 UB Law

Hilbert offers a 3+3 Program with UB Law School, an accelerated program enabling students to earn both a bachelor's degree and a Juris Doctor (JD) in six years. This program is available to students majoring in Criminal Justice, Political Science, Psychology, Human Services, English, and Liberal Studies. Students complete their undergraduate studies at Hilbert in the first three years, taking the LSAT in their junior year. If accepted, their fourth year is spent at UB Law School, with those credits counting towards both degrees. This program offers benefits such as saving a year of time and tuition, providing a streamlined path to law school, and allowing for an earlier start to a legal career.

PROGRAM STRUCTURE

- **Years 1-3:** You'll focus on completing your undergraduate major at Hilbert College.
 - During your junior year, you'll take the LSAT (Law School Admission Test) and apply for admission to the University at Buffalo School of Law (UB Law School). Learn more about the JD applicant account process and LSAT information on the [LSAC website](#).
- **Year 4:** If accepted, you'll spend your senior year at UB Law School, taking courses that count towards both your bachelor's degree (electives) and your JD degree. A transcript from the first year UB Law School is to be sent to Hilbert College to receive a Bachelor of Science degree. Receipt of this degree is required to continue in the UB program.
- **Years 5-6:** You'll complete the remaining two years of your law school curriculum at UB Law School, ultimately graduating with a Juris Doctor degree.

For students enrolled in the 3+3 pathway to the University at Buffalo School of Law, 32 credits within the BS in Political Science program will be fulfilled through coursework completed during the first year at UB Law as outlined below:

UB LAW COURSES		
COURSE NUMBER	COURSE NAME	CREDITS
LAW 501	Civil Procedure	4
LAW 503	Contracts	4
LAW 505	Criminal Law	4
LAW 507	Property	4
LAW 509	Torts	4
LAW 511	Constitutional Law	4
LAW 515	Legal Analysis and Research	4
LAW 516	Legal Analysis and Research	4

Associate of Arts in Criminal Justice

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

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

REQUIRED COURSES		
COURSE NUMBER	COURSE NAME	CREDITS
CJ 101	Introduction to Criminal Justice	3
CJ 202	Introduction to Law & Justice	3
CJ 204	Crime and Society	3
MA 200	Topics in Statistics	3
CHOOSE ONE		
CJ 106	Social Problems in Criminal Justice	3
SO 101	Introduction to Sociology	3
MAJOR ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
CJ/IDA ***	CJ/IDA Elective	3
CJ/IDA ***	CJ/IDA Elective	3
BLUEPRINT REQUIREMENTS		
COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
EN 101	College Writing	3
EN 102	Writing in the Humanities	3
RS ***	Religious Studies Elective	3
GENERAL EDUCATION MODULES		
COURSE NUMBER	COURSE NAME	CREDITS

American History/Western Civilization	Approved Elective	3
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Humanities	Approved Elective	3
Natural Science	Approved Elective	3
GENERAL ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
All College Elective	Any Course	3
All College Elective	Any Course	3

Bachelor of Science in Criminal Justice

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

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

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

- Enhancing oral and written communication skills.
- Developing abilities in critical thinking, logical assessment and analytical problem solving and encouraging intellectual growth.
- Instilling an awareness and appreciation for the social and cultural diversity of society.
- Improving proficiency in multi-media research methods and technological fluency.
- Advocating service to the community.
- Infusing ethical decision-making and principled behavior.

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

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

REQUIRED COURSES IN MAJOR		
COURSE NUMBER	COURSE NAME	CREDITS
CJ 101	Introduction to Criminal Justice	3
CJ 200	Introduction to Corrections	3
CJ 202	Introduction to Criminal Law & Procedure	3
CJ 204	Crime and Society	3
CJ 205	Drugs, Crime, and the Criminal Justice System	3
CJ 305	Research Methods in Social Sciences	3
CJ 330	Ethics in the Criminal Justice System	3
CJ 402	Advanced Criminological Theory	3
CJ 404	Criminal Investigations/Criminalistics	3
CJ 405	Seminar in Criminal Justice	3
FS 320	Interview and Interrogation Techniques	3
MA 200	Topics in Statistics	3
CHOOSE ONE		
CJ 106	Social Problems in Criminal Justice	3
SO 101	Introduction to Sociology	3
CHOOSE ONE		
CJ 335	Diversity Issues in Criminal Justice	3
SO 306	Cultural Diversity: Ethnic and Racial Relations	3
MAJOR ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
CJ ***	Upper Level Criminal Justice Elective	3
CJ ***	Upper Level Criminal Justice Elective	3

CJ ***	Any Criminal Justice Elective	3
BLUEPRINT REQUIREMENTS		
COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3
EN 101	Introduction to Composition	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3
GENERAL EDUCATION CORE MODULES		
COURSE NUMBER	COURSE NAME	CREDITS
American History/Western Civilization	Approved Elective	3
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Humanities	Approved Elective	3
Natural Science	Approved Elective	3
GENERAL ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	300 or 400 Level Course	3
Liberal Arts Elective	Any Liberal Arts Course	3
All College Elective	300 or 400 Level Course	3
All College Elective	300 or 400 Level Course	3

All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3

CONCENTRATIONS IN CRIMINAL JUSTICE

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

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

CORRECTIONS

Required Courses:

CJ 101 Introduction to Criminal Justice

CJ 200 Introduction to Corrections

CJ 204 Crime & Society

Elective Courses: Choose 3

CJ 300 Parole, Probation, & Community-Based Corrections

CJ 302 The Juvenile Justice System

CJ 334 Analysis of Sexual Offenses & the Sex Offender

CJ 400 Advanced Seminar in Corrections

HS 300 Introduction to Chemical Dependency

LW 370 Rights, Liberty & Justice: US Constitution

PSY 410 Forensic Psychology

CRIMINOLOGY

Required Courses:

CJ 101 Introduction to Criminal Justice

CJ 105 Introduction to Criminology

CJ 204 Crime & Society

Choose 3 electives:

CJ 302 The Juvenile Justice System

CJ 304 Organized Crime & the Career Criminal

CJ 307/HS 307 Gender & the Criminal Justice System
CJ 320 Transnational Crime & Comparative CJ Systems
CJ 324 Wildlife Criminology
CJ 334 Analysis of Sexual Offenses & the Sex Offender
CJ 417 Violent Phenomena

FAMILY VIOLENCE

Required Courses:

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

Choose 3 electives:

CJ 316 Family Violence
CJ 317 Family Violence Treatment & Prevention
CJ 334 Analysis of Sexual Offenses & the Sex Offender
CJ 416 Advanced Issues in Family Violence
CJ 417 Violent Phenomena
HS 300 Introduction to Chemical Dependency
HS 330 Violent Children
LW 410/HS 410 Child & Family Law

INVESTIGATIONS

Not available to CSI Majors

Required Courses:

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

Choose 3 electives:

CJ 304 Organized Crime & the Career Criminal
CJ 315 Laws & Rules of Evidence
CJ 321 Terrorism & Homeland Security
CJ 325 Wildlife Investigations
CJ 334 Analysis of Sexual Offenses & the Sex Offender
CJ 404 Criminal Investigation/Criminalistics
FS 320 Interview and Interrogation Techniques
LW 370 Rights, Liberties, & Justice: US Constitution

JUVENILE JUSTICE

Required Courses:

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

Choose 3 electives:

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

POLICE MANAGEMENT

Required Courses:

CJ 101 Introduction to Criminal Justice
CJ 202 Introduction to Criminal Law & Procedure
CJ 210 Introduction to Policing/Professional Entry

Choose 3 electives:

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

SECURITY

Required Courses:

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

Choose 3 electives:

CJ 303 Asset Protection
CJ 321 Terrorism & Homeland Security
CJ 333 Information Security
CJ 327 Executive Protection Strategies & Operations
CJ 403 Security Administration

GENERALIST

Required Courses:

CJ 101 Introduction to Criminal Justice

CJ 202 Introduction to Criminal Law & Procedure

CJ 204 Crime & Society

Choose 3 electives:

Any three upper-level CJ courses

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

SECURITY MANAGEMENT CERTIFICATE

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

EN 101 Introduction to Composition

BLU 151 Public Speaking

CJ 103 Introduction to Security

CJ 321 Terrorism and Homeland Security

CJ/ECI 333 Information Security

CJ 403 Retail Security and Security Administration.

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

THE INSTITUTE FOR LAW AND JUSTICE

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

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

- To establish within Hilbert College a research-based institution that provides faculty and students opportunities to grow intellectually.

Bachelor of Science in Criminal Justice

BS/MS 4+1

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

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

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

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

Bachelor of Science in Criminal Justice

BS/MPA 4+1

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

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

- They must start their graduate sequence in fall of their senior year, therefore, may need to accelerate/ decelerate to sequence classes accordingly

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

COURSE NUMBER	COURSE NAME	CREDITS
CJ 499	Internship	3
CC 500	Organizational Theory and Management	3
CC 505	Introduction to Graduate Statistics	3
CC 510	Program Planning and Evaluation	3
MPA 625	Introduction to Public Administration	3
MPA 640	Research Methods in Public Administration	3
MPA 643	Research Project Independent Study	3

Bachelor of Science in Criminal Justice

3+3 UB Law

Hilbert offers a 3+3 Program with UB Law School, an accelerated program enabling students to earn both a bachelor's degree and a Juris Doctor (JD) in six years. This program is available to students majoring in Criminal Justice, Political Science, Psychology, Human Services, English, and Liberal Studies. Students complete their undergraduate studies at Hilbert in the first three years, taking the LSAT in their junior year. If accepted, their fourth year is spent at UB Law School, with those credits counting towards both degrees. This program offers benefits such as saving a year of time and tuition, providing a streamlined path to law school, and allowing for an earlier start to a legal career.

PROGRAM STRUCTURE

- **Years 1-3:** You'll focus on completing your undergraduate major at Hilbert College.
 - During your junior year, you'll take the LSAT (Law School Admission Test) and apply for admission to the University at Buffalo School of Law (UB Law School). Learn more about the JD applicant account process and LSAT information on the [LSAC website](#).
- **Year 4:** If accepted, you'll spend your senior year at UB Law School, taking courses that count towards both your bachelor's degree (electives) and your JD degree. A transcript from the first year UB Law School is to be sent to Hilbert College to receive a Bachelor of Science degree. Receipt of this degree is required to continue in the UB program.
- **Years 5-6:** You'll complete the remaining two years of your law school curriculum at UB Law School, ultimately graduating with a Juris Doctor degree.

For students enrolled in the 3+3 pathway to the University at Buffalo School of Law, 32 credits within the BS in Criminal Justice program will be fulfilled through coursework completed during the first year at UB Law as outlined below:

UB LAW COURSES		
COURSE NUMBER	COURSE NAME	CREDITS
LAW 501	Civil Procedure	4
LAW 503	Contracts	4
LAW 505	Criminal Law	4
LAW 507	Property	4
LAW 509	Torts	4
LAW 511	Constitutional Law	4
LAW 515	Legal Analysis and Research	4
LAW 516	Legal Analysis and Research	4

Bachelor of Science in Crime Scene Investigation

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

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

- Accident Investigator
- Arson Investigator
- Autopsy Technician
- Crime Scene Photographer
- Crime Scene Reconstructionist
- Crime Scene Specialist
- Criminalist
- Document Examiner

- Evidence Control Technician
- Firearms Examiner
- Lab Assistant
- Latent Fingerprint Technician
- Police Crime Scene Technician
- Trace Evidence Examiner
- Tool Mark Examiner

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

REQUIRED COURSES IN MAJOR

REQUIRED COURSES IN MAJOR

COURSE NUMBER	COURSE NAME	CREDITS
BI 114	Human Body	3
CJ 101	Introduction to Criminal Justice	3
CJ 202	Introduction to Criminal Law & Procedure	3
CJ 204	Crime and Society	3
CJ 305	Research Methods in Social Sciences	3
CJ 315	Laws and Rules of Evidence	3
CJ 330	Ethics in the Criminal Justice System	3
CJ 404	Criminal Investigations/Criminalistics	3
FS 101	Introduction to Forensic Sciences	3
FS 201	Introduction to Photography/Imagery	3
FS 302	Computer Crime Investigation	3
FS 320	Interview and Interrogation Techniques	3
FS 400	Photography/Imagery	3
FS 401	Fingerprint Evidence	3
FS 402	Trace Evidence/Arson-Firearms/Impression Evidence	3
FS 403	Bloodstain Pattern Analysis/Crash Management/Report Writing	3
FS 405	Advanced Seminar in Forensic Science	3
MA 200	Topics in Statistics	3
PSY 101	Introduction to Psychology	3
PSY 410	Forensic Psychology	3
Elective Courses in Major		
FS Elective	FS 318, FS 319, FS 389, FS 404, FS 499, CJ 325	3

BLUEPRINT REQUIREMENTS

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

GENERAL EDUCATION CORE MODULES

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

GENERAL ELECTIVES

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

All College Elective	Any Course	3
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SUGGESTED ELECTIVES

Classes in Biology, Chemistry, or Physics

Bachelor of Science in Crime Scene Investigation

BS/MS 4+1

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

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

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

Bachelor of Science in Crime Scene Investigation

BS/MPA 4+1

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

COURSE NUMBER	COURSE NAME	CREDITS
FS 499	Internship	3
CC 500	Organizational Theory and Management	3
CC 505	Introduction to Graduate Statistics	3
CC 510	Program Planning and Evaluation	3
MPA 625	Introduction to Public Administration	3
MPA 640	Research Methods in Public Administration	3
MPA 643	Research Project Independent Study	3

Bachelor of Science in Intelligence & Data Analysis

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

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

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

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

REQUIRED COURSES IN MAJOR

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

MAJOR ELECTIVES

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

REQUIRED COURSES IN MAJOR**BLUEPRINT REQUIREMENTS**

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

GENERAL EDUCATION CORE MODULES

COURSE NUMBER	COURSE NAME	CREDITS
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Humanities	Approved Elective	3
Natural Science	Approved Elective	3
General Education	Approved Elective	3

GENERAL ELECTIVES

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

REQUIRED COURSES IN MAJOR		
All College Elective	300 or 400 Level Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3

Associate of Art in Alcohol and Substance Abuse

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

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

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

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

CURRICULUM

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

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

REQUIRED COURSES IN MAJOR

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

MAJOR ELECTIVES

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

BLUEPRINT REQUIREMENTS

COURSE NUMBER	COURSES NAME	CREDITS
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REQUIRED COURSES IN MAJOR		
EN 101	Introduction to Composition	3
BLU 101	Foundations Seminar	3
BLU 201	Service Learning and Civic Engagement	3
GENERAL EDUCATION MODULES		
COURSE NUMBER	COURSES NAME	CREDITS
General Education Elective	Any approved general education course	3

Associate in Arts in Human Services

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

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

REQUIRED COURSES IN MAJOR

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

MAJOR ELECTIVES

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

BLUEPRINT REQUIREMENTS

COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning & Civic Engagement	3
EN 101	Introduction to Composition	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3

GENERAL EDUCATION MODULES

COURSE NUMBER	COURSE NAME	CREDITS
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REQUIRED COURSES IN MAJOR		
Select Two:		
Natural Science	Approved Elective	3
American History/Western Civilization	Approved Elective	3
Humanities	Approved Elective	3
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Mathematics	Approved Elective	3
GENERAL ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
All College Elective	Any Course	3
All College Elective	Any Course	3

Bachelor of Arts in Biology

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

MISSION AND VISION STATEMENT

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

LEARNING OBJECTIVES

A Biology student will be able to:

- Demonstrate a breadth of knowledge in biology, with a deeper understanding of specific areas of interest.
- Explain the fundamental biological processes and the interrelationships between the form and function of biological entities at various levels of organizations of life and the living things.

- Recognize and apply basic ethical principles to basic and applied biological sciences research.
- Integrate and apply critical thinking to problem solving across scientific disciplines.
- Conduct scientific experiments following the appropriate scientific method.
- Analyze and interpret scientific data and literature.
- Demonstrate effective oral and written scientific communication.

CAREER OUTLOOK

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

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

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

REQUIRED COURSES IN MAJOR		
COURSE NUMBER	COURSE NAME	CREDITS
BI 140	College Biology I	3
BI 140L	College Biology I Lab	1
BI 141	College Biology II	3
BI 141L	College Biology II Lab	1
BI 220	Microbiology I	3
BI 220L	Microbiology I Lab	1
BI 300	Genetics	3
BI 300L	Genetics Lab	1
BI 320	Biochemistry	3
BI 320L	Biochemistry Lab	1
BI 340	Molecular Biology	3
BI 340L	Molecular Biology Lab	1
BI 410	Cell Biology	3
BI 410L	Cell Biology Lab	1
BI 420	Human Anatomy and Physiology I	3
BI 420L	Human Anatomy and Physiology I Lab	1
BI 421	Human Anatomy and Physiology II	3
BI 421L	Human Anatomy and Physiology II Lab	1
BI 450A	Biology Seminar I	1
BI 450B	Biology Seminar II	2
CH 140	College Chemistry I	3
CH 140L	College Chemistry I Lab	1
CH 141	College Chemistry II	3
CH 141L	College Chemistry II Lab	1
CH 311	Organic Chemistry I	3

CH 311L	Organic Chemistry I Lab	1
CH 313	Organic Chemistry II	3
CH 313L	Organic Chemistry II Lab	1
PY 140	College Physics I	3
PY 140L	College Physics I Lab	1
PY 141	College Physics II	3
PY 141L	College Physics II Lab	1
MA 145	College Algebra and Pre-Calculus	3
MA 200	Topics in Statistics	3
MA 205	Survey of Calculus	3

BLUEPRINT REQUIREMENTS

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

GENERAL EDUCATION CORE MODULES

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

GENERAL ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
Liberal Arts Elective	Any Liberal Arts Course	3
Liberal Arts Elective	Any Liberal Arts Course	3
Liberal Arts Elective	Any Liberal Arts Course	3
All College Elective	Any Course	3

Bachelor of Arts in Psychology

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

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

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

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

REQUIRED COURSES IN MAJOR

COURSE NUMBER	COURSE NAME	CREDITS
EN 341	Advanced Writing	3
PSY 101	Introduction to Psychology	3
PSY 102	Topics in Psychology	3
PSY 240	Biopsychology: The Biological Basic of Human Behavior	3
PSY 297	Research Design and Analysis I	3
PSY 298	Research Design and Analysis II	3
PSY 397	Junior Seminar	3
PSY 412	Psychological Tests and Measurement	3
PSY 430	History of Psychology	3

MAJOR ELECTIVES

COURSE NUMBER	COURSE NAME	CREDITS
PSY ***	Clinical Psychology Elective	3
PSY ***	Cognitive Psychology Elective	3
PSY ***	Developmental Psychology Elective	3
PSY ***	Social Psychology Elective	3
PSY ***	Psychology Elective	3
PSY ***	Psychology Elective	3
PSY ***	Psychology Elective	3

SENIOR CAPSTONE

COURSE NUMBER	COURSE NAME	CREDITS
PSY 497	Senior Honors Project	3
PSY 498	Senior Honors Project	3

-OR-		
PSY 496	Senior Project	3
PSY ***	300 or 400 Level Elective	3
BLUEPRINT REQUIREMENTS		
COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3
EN 101	Introduction to Composition	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3
GENERAL EDUCATION MODULES		
COURSE NUMBER	COURSE NAME	CREDITS
American History/Western Civilization	Approved Elective	3
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Humanities	Approved Elective	3
Mathematics	Approved Elective	3
Natural Science	Approved Elective	3
General Education Elective	Approved Elective	3
GENERAL ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
Liberal Arts Elective	Any Liberal Arts Course	3

Liberal Arts Elective	Any Liberal Arts Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3
All College Elective	Any Course	3

Bachelor of Arts in Psychology

Psychology 3+3 UB Law

Hilbert offers a 3+3 Program with UB Law School, an accelerated program enabling students to earn both a bachelor's degree and a Juris Doctor (JD) in six years. This program is available to students majoring in Criminal Justice, Political Science, Psychology, Human Services, English, and Liberal Studies. Students complete their undergraduate studies at Hilbert in the first three years, taking the LSAT in their junior year. If accepted, their fourth year is spent at UB Law School, with those credits counting towards both degrees. This program offers benefits such as saving a year of time and tuition, providing a streamlined path to law school, and allowing for an earlier start to a legal career.

PROGRAM STRUCTURE

- **Years 1-3:** You'll focus on completing your undergraduate major at Hilbert College.
 - During your junior year, you'll take the LSAT (Law School Admission Test) and apply for admission to the University at Buffalo School of Law (UB Law School). Learn more about the JD applicant account process and LSAT information on the [LSAC website](#).
- **Year 4:** If accepted, you'll spend your senior year at UB Law School, taking courses that count towards both your bachelor's degree (electives) and your JD degree. A transcript from the first year UB Law School is to be sent to Hilbert College to receive a Bachelor of Science degree. Receipt of this degree is required to continue in the UB program.
- **Years 5-6:** You'll complete the remaining two years of your law school curriculum at UB Law School, ultimately graduating with a Juris Doctor degree.

For students enrolled in the 3+3 pathway to the University at Buffalo School of Law, 32 credits within the BA in Psychology program will be fulfilled through coursework completed during the first year at UB Law as outlined below:

UB LAW COURSES		
COURSE NUMBER	COURSE NAME	CREDITS
LAW 501	Civil Procedure	4
LAW 503	Contracts	4
LAW 505	Criminal Law	4
LAW 507	Property	4
LAW 509	Torts	4
LAW 511	Constitutional Law	4
LAW 515	Legal Analysis and Research	4
LAW 516	Legal Analysis and Research	4

Bachelor of Science in Human Services

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

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

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

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

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

REQUIRED COURSES IN MAJOR

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

MAJOR ELECTIVES

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

BLUEPRINT REQUIREMENTS

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

BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3
EN 101	Introduction to Composition	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3

GENERAL EDUCATION CORE MODULES

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

GENERAL ELECTIVES

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

Bachelor of Science in Human Services

Human Services 3+3 UB Law

Hilbert offers a 3+3 Program with UB Law School, an accelerated program enabling students to earn both a bachelor's degree and a Juris Doctor (JD) in six years. This program is available to students majoring in Criminal Justice, Political Science, Psychology, Human Services, English, and Liberal Studies. Students complete their undergraduate studies at Hilbert in the first three years, taking the LSAT in their junior year. If accepted, their

fourth year is spent at UB Law School, with those credits counting towards both degrees. This program offers benefits such as saving a year of time and tuition, providing a streamlined path to law school, and allowing for an earlier start to a legal career.

PROGRAM STRUCTURE

- **Years 1-3:** You'll focus on completing your undergraduate major at Hilbert College.
 - During your junior year, you'll take the LSAT (Law School Admission Test) and apply for admission to the University at Buffalo School of Law (UB Law School). Learn more about the JD applicant account process and LSAT information on the [LSAC website](#).
- **Year 4:** If accepted, you'll spend your senior year at UB Law School, taking courses that count towards both your bachelor's degree (electives) and your JD degree. A transcript from the first year UB Law School is to be sent to Hilbert College to receive a Bachelor of Science degree. Receipt of this degree is required to continue in the UB program.
- **Years 5-6:** You'll complete the remaining two years of your law school curriculum at UB Law School, ultimately graduating with a Juris Doctor degree.

For students enrolled in the 3+3 pathway to the University at Buffalo School of Law, 32 credits within the BS in Human Services program will be fulfilled through coursework completed during the first year at UB Law as outlined below:

UB LAW COURSES		
COURSE NUMBER	COURSE NAME	CREDITS
LAW 501	Civil Procedure	4
LAW 503	Contracts	4
LAW 505	Criminal Law	4
LAW 507	Property	4
LAW 509	Torts	4
LAW 511	Constitutional Law	4
LAW 515	Legal Analysis and Research	4
LAW 516	Legal Analysis and Research	4

Bachelor of Science in Forensic Science

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

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

MISSION AND VISION STATEMENT

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

LEARNING OBJECTIVES

A Forensic Science student will be able to:

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

CAREER OUTLOOK

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

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

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

REQUIRED COURSES IN MAJOR

COURSE NUMBER	COURSE TITLE	CREDITS
BI 140	College Biology I	3
BI 140L	College Biology I Lab	1
BI 141	College Biology II	3
BI 141L	College Biology II Lab	1
BI 300	Genetics	3
BI 300L	Genetics Lab	1
BI 310	Cell Biology	3
BI 310L	Cell Biology Lab	1
BI 320	Biochemistry	3
BI 320L	Biochemistry Lab	1
BI 340	Molecular Biology	3
BI 340L	Molecular Biology Lab	1
CH 140	College Chemistry I	3
CH 140L	College Chemistry I Lab	1
CH 141	College Chemistry II	3
CH 141L	College Chemistry II Lab	1
CH 311	Organic Chemistry I	3
CH 311L	Organic Chemistry I Lab	1
CH 313	Organic Chemistry II	3
CH 313L	Organic Chemistry II Lab	1
CJ 202	Introduction to Law & Justice	3
FS 101	Introduction to Forensic Science	3
FS 420	Forensic Biology I	3
FS 420L	Forensic Biology I Lab	1

REQUIRED COURSES IN MAJOR		
FS 421	Forensic Biology II	3
FS 421L	Forensic Biology II Lab	1
FS 430	Forensic Biology Capstone	4
MA 145	College Algebra and Pre-Calculus	3
MA 200	Topics in Statistics	3
MA 205	Survey of Calculus	3
PSY 101	Introduction to Psychology	3
PY 140	College Physics I	3
PY 140L	College Physics I Lab	1
PY 141	College Physics II	3
PY 141L	College Physics II Lab	1
MAJOR ELECTIVES		
Choose 4 from the following:		
BI 220/220L	Microbiology with Lab	
BI 420/420L	Human Anatomy & Physiology I with Lab	
BI 421/421L	Human Anatomy & Physiology II with Lab	
CJ 315	Laws and Rules of Evidence	
CJ 330	Ethics in the Criminal Justice System	
CJ 404	Criminal Investigations	
FS 318	Special Topics in Forensic Science I	
FS 319	Special Topics in Forensic Science II	
FS 389	Investigative Research	
BLUEPRINT REQUIREMENTS		
BLU 101	Foundations Seminar	3

REQUIRED COURSES IN MAJOR		
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3
EN 101	College Writing	3
EN 102	Writing in the Humanities	3
RS ***	Religious Studies Elective	3
GENERAL EDUCATION CORE MODULES		
American History/Western Civilization	Approved Elective	3
Humanities	Approved Elective	3
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3

Associate of Applied Science in Business Administration

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

REQUIRED COURSES IN MAJOR

COURSE NUMBER	COURSE TITLE	CREDITS
ACC 205	Financial Accounting	3
ACC 206	Managerial Accounting	3
BUS 200	Introduction to Business Management	3
BUS 304	Ethics, Leadership & Management	3
BUS 334	Small Business Mgt. & Entrepreneurship	3
BUS 344	Introduction to International Business	3
ECO 203	Principles of Contemporary Macroeconomics	3
ECO 204	Principles of Contemporary Microeconomics	3
MA 145	College Algebra and Pre-Calculus	3
MA 200	Topics in Statistics	3
MIS 205	Spreadsheet Software: Microsoft Excel	3

BLUEPRINT REQUIREMENTS

COURSE NUMBER	COURSE TITLE	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning Civic Engagement	3
EN 101	Introduction to Composition	3
EN 102	Unveiling Literary Treasures	3
RS Elective	Religious Studies Elective	3

GENERAL EDUCATION CORE MODULES

COURSE NUMBER	COURSE TITLE	CREDITS
American History/Western Civilization	Approved Elective	3
Humanities	Approved Elective	3

GENERAL ELECTIVES		
COURSE NUMBER	COURSE TITLE	CREDITS
Liberal Arts Elective	Any Liberal Arts Course	3

Bachelor of Science in Accounting

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

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

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

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

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

REQUIRED COURSES IN MAJOR		
BUS/ACC/FIN ***	300 or 400 Level Elective	3
BUS/ACC/FIN ***	300 or 400 Level Elective	3
BLUEPRINT REQUIREMENTS		
COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3
BLU 151	Public Speaking	3
BLU 201	Service Learning and Civic Engagement	3
BLU 301	Junior Symposium	3
EN 101	College Writing	3
EN 102	Unveiling Literary Treasures	3
RS ***	Religious Studies Elective	3
GENERAL EDUCATION CORE MODULES		
COURSE NUMBER	COURSE NAME	CREDITS
American History/Western Civilization	Approved Elective	3
Art	Approved Elective	3
Foreign Culture and Language	Approved Elective	3
Humanities	Approved Elective	3
Natural Science	Approved Elective	3
GENERAL ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
Liberal Arts Elective	300 or 400 Level Elective	3
Liberal Arts Elective	300 or 400 Level Elective	3
Liberal Arts Elective	300 or 400 Level Elective	3

REQUIRED COURSES IN MAJOR		
Liberal Arts Elective	300 or 400 Level Elective	3

Bachelor of Science in Business Management

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

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

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

REQUIRED COURSES IN MAJOR		
COURSE NUMBER	COURSE NAME	CREDITS
ACC 205	Financial Accounting	3
ACC 206	Managerial Accounting	3
BUS 200	Introduction to Business Management	3
BUS 217	Business Law I	3
BUS 304	Ethics, Leadership and Management	3
BUS 334	Small Business Management & Entrepreneurship	3
BUS 335	Information Technology & Management	3
BUS 344	Introduction to International Business	3
BUS 345	Marketing Management	3
BUS 346	Managerial Finance	3
ECO 203	Principles of Contemporary Macroeconomics	3
ECO 204	Principles of Contemporary Microeconomics	3
MA 145	College Algebra and Pre-Calculus	3
MA 200	Topics in Statistics	3
MGT 355	Operations and Supply Chain Management	3
MGT 401	Human Resources Management	3
MGT 404	Fieldwork/Internship	3
MGT 430	Organizational Behavior & Change Management	3
MGT 490	Strategic Management Capstone	3
MIS 205	Spreadsheet Software Microsoft Excel	3
MAJOR ELECTIVES		
COURSE NUMBER	COURSE NAME	CREDITS
BUS/ACC/SIM ***	300 or 400 Level Elective	3
BUS/ACC/SIM ***	300 or 400 Level Elective	3

BLUEPRINT REQUIREMENTS

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

GENERAL EDUCATION CORE MODULES

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

GENERAL ELECTIVES

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

Bachelor of Science in Cybersecurity

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

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

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

REQUIRED COURSES IN MAJOR

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

MAJOR ELECTIVES

COURSE NUMBER	COURSE NAME	CREDITS
CYS ***	Any Level Elective	3
CYS ***	Any Level Elective	3
CYS***	Any Level Elective	3
CYS***	Any Level Elective	3

BLUEPRINT REQUIREMENTS

COURSE NUMBER	COURSE NAME	CREDITS
BLU 101	Foundations Seminar	3

REQUIRED COURSES IN MAJOR

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

GENERAL EDUCATION CORE MODULES

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

GENERAL ELECTIVES

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

REQUIRED COURSES IN MAJOR		
All College Elective	Any Course	3

Bachelor of Science in Sports Industry Management

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

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

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

REQUIRED COURSES IN MAJOR

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

MAJOR ELECTIVES

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

REQUIRED COURSES IN MAJOR**BLUEPRINT REQUIREMENTS**

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

GENERAL EDUCATION CORE MODULES

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

GENERAL ELECTIVES

COURSE NUMBER	COURSE NAME	CREDITS
Liberal Arts Elective	Any Liberal Arts Course	3
Liberal Arts Elective	Any Liberal Arts Course	3
Liberal Arts Elective	Any Liberal Arts Course	3
Liberal Arts Elective	Any Liberal Arts Course	3
Liberal Arts Elective	Any Liberal Arts Course	3

REQUIRED COURSES IN MAJOR		
All College Elective	Any Course	3

Master of Arts Cybersecurity Administration

The Master of Arts in Cybersecurity Administration program will:

1. Prepare students with the skills and knowledge necessary to assess the effectiveness of information security governance policies and strategies for planning, preparing, and responding to critical threats within diverse organizational contexts and situations in a manner aligned with cyber security standards and frameworks.
2. Prepare students to actively engage in the development of risk management plans for conducting risk assessment and managing identified risk to align with the needs of internal and external controls, governing bodies, and vested stakeholders.
3. Prepare students with the competencies necessary to employ leadership strategies for ethical behavior, tech standards, and emerging trends for advancing an organization's strategic goals in diverse and multi-functional cyber security teams and to enhance collaboration and communication by employing interpersonal communication skills and establishing communication plans and processes aligned to the needs of internal and external audiences

REQUIRED COURSES		
COURSE NUMBER	COURSE NAME	CREDITS
CC 501	Organizational Theory and Management	3
CC 510	Program Planning and Evaluation	3
MSCT 501	Foundations of Information Security	3
MSCT 502	Cybersecurity Technology and Cybersecurity Tools	3
MSCT 503	Vulnerability Management and Penetration Testing	3
MSCT 504	Ethical Hacking: Techniques, Tools, and Countermeasures	3
MACA 601	Cloud Technology for Managers	3
MACA 602	Risk Management for Cybersecurity	3
MACA 603	Cybersecurity Programs and Policies	3
MACA 651	Cyber Incident Response: Management, Response, Mitigation and Recovery	3
MACA 652	Financial Crimes & Cybersecurity	3
MACA 654	Capstone Experience	3

Master of Science in Criminal Justice Administration

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

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

The CJA graduate student will:

1. Analyze critical crime and justice issues and/or information utilizing theoretical, methodological, and statistical skill bases.
2. Synthesize core theoretical knowledge with practice and application in criminology and criminal justice.
3. Evaluate the challenges of a socially and culturally diverse society and how to prepare for them in an ethical and principled manner.
4. Evaluate and problem-solve in areas related to effective leadership such as administrative management, budget and finance, and organizational change.

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

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

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

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

Master of Science in Cybersecurity Technology

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

The Master of Science in Cybersecurity Technology Program will:

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

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

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

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

Master of Public Administration

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

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

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

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

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

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

PUBLIC ADMINISTRATION

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

MPA COURSES		
PUBLIC ADMINISTRATION: HEALTH ADMINISTRATION This program is offered in both a traditional format and fully online. Please reach out to Director of Graduate Admissions and Student Services for further information. The Master of Public Administration: Health Administration degree at Hilbert College is designed to prepare students with the skills to succeed in public service and health care management positions in a wide variety of organizations. This program integrates the core curriculum of Hilbert's MPA with a special focus on health administration and services. Graduates can utilize their MPA: Health Administration degree for a wide range of careers in public or health services administration, policy, evaluation, planning, consulting and related careers. Both experienced professionals and students in the first stages of their careers will benefit from the MPA: Health Administration at Hilbert. The world of health services organizations, hospitals, public health infrastructure and related agencies require individuals who are knowledgeable about public health and the structure, organization and financing of health care systems. In addition, individuals in this field require sharp analytical skills, budgetary acumen and excellent human relations ability. The courses are designed to prepare students beginning their careers to be competent and effective leaders, and mid-career students to enhance their capacities as managers and leaders. Within this program, students develop a research level necessary to set the foundation for clear data driven decision-making. The program balances research with an additional focus on the need for values and ethics in public policy. As a result, Hilbert's program is consistent with its mission. It is expected that Hilbert graduates will go on to lead with a level of competency and integrity second to none. The curriculum is an accelerated, cohort format that follows an established sequence of courses over an 16 month period. Courses are delivered in both 7.5-week and 15-week sessions. The cohort model encourages the development of lifelong colleagues as students collaborate on group projects and discuss policy and subject matter related to the field of study. The MPA: Health Administration curriculum includes an integrated research project threaded throughout the program. Unlike most graduate programs that ask for a final semester thesis, the Hilbert program allows for a more thorough application of theory and research since the project starts early in the program. The research acts as a foundation upon which to ground and challenge theory to a practical application, culminating in a final capstone major project.		
MPA COURSES		
COURSE NUMBER	COURSE NAME	CREDITS
MPA 627	Human Resource Management	3
MPA 630	Health Care Administration	3
MPA 636	Culture of Health Care	3
MPA 637	Marketing and Public Relations	3

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

Dual Degree Programs

Hilbert College offers qualified students the opportunity to complete a bachelor's degree and an advanced degree in less time than would typically be required. These programs include graduate-level classes that students take while still enrolled in their undergraduate programs.

The programs provide students the opportunity to begin graduate studies sooner with potential cost savings and a faster track to achieving career goals.

In Hilbert's internal 4+1 programs, students spend four years at Hilbert, taking graduate level courses in their senior year that count towards their undergraduate degrees. After completing their undergraduate degree, they then take graduate level courses to complete the master's degree. Degree options are Master of Science in Criminal Justice Administration, Master of Science in Cybersecurity Technology, Master of Arts in Cybersecurity Administration, and Master of Public Administration. Students must satisfy all requirements for admission to the relevant graduate program.

The 4+1 Master of Science in Education, offered in partnership with Canisius University, provides a pathway for students majoring in English or Liberal Studies to earn their bachelor's and master's degrees in five years. Eligible students will take six specific Canisius undergraduate education courses and two graduate courses that will fulfill some of their undergraduate requirements while also preparing them for a seamless transition to Canisius to complete the Master of Science in Education program and receive New York state teaching certifications in adolescent education and special education. Hilbert students must maintain a minimum 2.75 GPA in relevant coursework and apply to the MEd program at Canisius University by Feb. 1 of their junior year. Students must satisfy all requirements for admission to Canisius' graduate program.

Hilbert's 3+3 program with University at Buffalo Law School affords students the opportunity to begin their law school classes while still enrolled at Hilbert College. Students complete the requirements in their major during their first three years at Hilbert. In their senior year, students will take classes towards their law degree at the University at Buffalo, with the credits counting towards their undergraduate degree. Upon completion of their degree at Hilbert, and having met the necessary requirements for admission to the University at Buffalo Law School, students will complete their juris doctor (JD) degree in two years.

4 +1 BACHELORS/MASTERS PROGRAMS OFFERED ENTIRELY THROUGH HILBERT COLLEGE

B.S./M.P.A. in Criminal Justice/Public Administration

B.S./M.P.A. in Crime Scene Investigation/Public Administration

B.S./M.P.A. in Human Services/Public Administration

B.S./M.P.A. in Political Science/Public Administration

B.S./M.S. in Criminal Justice/Criminal Justice Administration

B.S./M.S. in Crime Scene Investigation/Criminal Justice Administration

B.S./M.S. in Cybersecurity/Cybersecurity Technology

4+1 BACHELORS/MSED PROGRAM WITH CANISIUS UNIVERSITY

B.A./MSEd in English/Education; New York State teaching certification in adolescent education and special education

B.A./MSEd in Liberal Studies/Education; New York State teaching certification in adolescent education and special education

3+3 BACHELORS/JD (JURIS DOCTOR) PROGRAM WITH UNIVERSITY AT BUFFALO LAW SCHOOL

B.A./J.D. in English

B.S./J.D. in Criminal Justice

B.S./J.D. in Human Services

B.S./J.D. in Liberal Studies

B.S./J.D. in Political Science

B.S./J.D. in Psychology

Academic Minors

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

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

AVAILABLE MINORS

Navigate through the links on the left to explore minors.

ACCEPTANCE CRITERIA

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

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

Academic Minors

AI & Society

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

REQUIRED COURSES:	
PH 110	Understanding the Fundamentals of AI
PH 219	AI Ethics

CHOOSE FOUR:	
EN 105	From Prompt to Play: AI, Games & Creativity
EN 342	Technical and Professional Writing with AI
IDA 402	Generative AI for Intelligence Analysis
PH 102	The Meaning of Life in the Age of AI
PH 302	Making of the Modern Mind
PH 330	Conflict and Cooperation
PH 370	AI and Virtual Realities
PH 380	AI, Consciousness and Quantum Mechanics

Academic Minors

Biology

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

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

REQUIRED COURSES	
CH 141L	College Chemistry II Lab
BI 320	Biochemistry
BI 320L	Biochemistry Lab

Academic Minors

Crime Scene Investigations

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

Academic Minors

Criminal Justice

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

MINOR CONCENTRATIONS IN CRIMINAL JUSTICE

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

CORRECTIONS	
LW 370	Rights, Liberty, & Justice: US Constitution
JUVENILE JUSTICE	
REQUIRED COURSES:	
CJ 101	Introduction to Criminal Justice
CJ 102	Introduction to Juvenile Delinquency
CJ 204	Crime & Society
CHOOSE THREE:	
CJ 205	Drugs, Crime & the Criminal Justice System
CJ 302	The Juvenile Justice System
CJ 316	Family Violence
CJ 317	Family Violence Treatment & Prevention
CJ 416	Advanced Issues in Family Violence
CJ 417	Violent Phenomena
HS 330	Violent Children
LW 410	Child & Family Law
CRIMINOLOGY	
REQUIRED COURSES:	
CJ 101	Introduction to Criminal Justice
CJ 105	Introduction to Criminology
CJ 204	Crime & Society
CHOOSE THREE:	
CJ 205	Drugs, Crime & the Criminal Justice System
CJ 302	The Juvenile Justice System
CJ 304	Organized Crime & the Career Criminal

CORRECTIONS	
CJ/HS 307	Gender and the Criminal Justice System
CJ 320	Transnational Crime & Comparative Criminal Justice Systems
CJ 334	Analysis of Sex Offenses & the Sex Offender
CJ 417	Violent Phenomena
FAMILY VIOLENCE	
REQUIRED COURSES:	
CJ 101	Introduction to Criminal Justice
CJ 204	Crime & Society
HS 203	Introduction to Counseling
CHOOSE THREE:	
CJ 205	Drugs, Crime & the Criminal Justice System
CJ 316	Family Violence
CJ 317	Family Violence Treatment & Prevention
CJ 334	Analysis of Sex Offenses & the Sex Offender
CJ 416	Advanced Issues in Family Violence
CJ 417	Violent Phenomena
HS 300	Introduction to Chemical Dependency
HS 330	Violent Children
LW 410	Child & Family Law
POLICE MANAGEMENT	
REQUIRED COURSES:	
CJ 101	Introduction to Criminal Justice
CJ 202	Introduction to Law & Justice
CJ 204	Crime & Society

CORRECTIONS	
CHOOSE THREE:	
CJ 307/HS 307	Gender & the Criminal Justice System
CJ 310	Introduction to Policing/Professional Entry
CJ 311	Police Management & Organization
CJ 312	Police: Human Dimension
CJ 411	Police, Politics, and Professionalism
LW 370	Rights, Liberty, Justice: US Constitution
SECURITY	
REQUIRED COURSES:	
CJ 101	Introduction to Criminal Justice
CJ 103	Introduction to Security
CJ 204	Crime & Society
CHOOSE THREE:	
CJ 205	Drugs, Crime & the Criminal Justice System
CJ 303	Asset Protection
CJ 321	Terrorism & Homeland Security
CJ 333	Information Security
CJ 403	Security Administration
GENERALIST	
REQUIRED COURSES:	
CJ 101	Introduction to Criminal Justice
CJ 202	Introduction to Law & Justice
CJ 204	Crime & Society
Criminal Justice Elective	300 or 400 Level

CORRECTIONS	
Criminal Justice Elective	300 or 400 Level
Criminal Justice Elective	300 or 400 Level

Academic Minors

Digital Media and Communication

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

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

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

Academic Minors

Digital Marketing

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

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

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

Academic Minors

English

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

CHOOSE ONE FROM EACH GROUP (12 CREDITS):	
200-Level Survey Course (CHOOSE ONE):	
EN 205	
EN 206	
EN 220	
EN 221	
EN 222	
EN 223	
Upper-Level American Literature Course (CHOOSE ONE):	
EN 311	
EN 327	
EN 328	
EN 329	
EN 334	
EN 335	
Upper-Level British Literature Course (CHOOSE ONE):	
EN 302	
EN 305	
EN 400	
Upper-Level Genre, Period or Special Topics Course (CHOOSE ONE):	
EN 301	
EN 302	
EN 303	
EN 304	
EN 305	

EN 311	
EN 313	
EN 315	
EN 325	
EN 329	
EN 332	
EN 333	
EN 367	
EN 400	
EN 418	
EN 419	
EN 435	
ELECTIVES (6 CREDITS)	
Upper-Level English Elective	Any 300 or 400 level English course
Upper-Level English Elective	Any 300 or 400 level English course

Academic Minors

Esports & Gaming Administration

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

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

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

Academic Minors

Family Violence

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

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

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

Academic Minors

Forensic Biology

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

Prerequisites:

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

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

Academic Minors

History

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

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

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

Academic Minors

Human Services

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

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

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

Academic Minors

Intelligence & Data Analysis

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

LEARNING OUTCOMES:

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

REQUIREMENTS (subject to change)

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

REQUIRED COURSES:

IDA 177	Introduction to Intelligence Analysis
IDA 178	Intelligence Methods & Analysis
IDA 275	Intelligence Writing & Presentation

CHOOSE THREE COURSES FROM BELOW:

ECI 340	Intelligence Research Methods
ECI 355	Computer Crime
ECI 365	Investigative Software Tools
IDA 300	Competitive Analysis
IDA 374	History of Intelligence
IDA 412	Social Media Intelligence & Analysis

CAREER OUTLOOK

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

Academic Minors

Leadership

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

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

REQUIRED COURES	
PS 337	Gender Politics
SO 301	Cultural Anthropology
SO 306	Cultural Diversity
GROUP 3: ETHICS	
BUS 304	Ethics, Leadership, and Management
CJ 330	Ethics in Criminal Justice
COM 320	Communication Ethics
HS 310	Human Services Ethics
LW 101	Introduction to Law and Legal Ethics
PH 200	Environmental Ethics
PH 202	Introduction to Ethics
PH 205	Business Ethics
PH 218	Introduction to Ethics II
PS 252	Human Rights and Global Politics
RS 202	Religion and Social Justice
RS 316	Christian-centered Leadership

Academic Minors

Philosophy

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

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

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

Academic Minors

Political Science

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

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

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

Academic Minors

Psychology

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

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

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

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

CHOOSE ONE:	
HS 360	Internship I
HS 460	Senior Internship I
PSY 300 OR 400 LEVEL	

Academic Minors

Sociology

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

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

REQUIRED COURSES:		
SO 101	Introduction to Sociology	
SO 102	Social Inquiry and Activism	
SO 201	Social Problems	
CHOOSE TWO:		
ECO 309	Human Economics	
PS 337	Gender Politics	
SO 301	Cultural Anthropology	
SO 306	Cultural Diversity: Ethnic and Racial Relations	
SO 320	Loss, Grief, and Dying	
SO 332	Marriage and the Family	
CHOOSE ONE:		
CJ 204	Crime and Society	
CJ 205	Drugs, Crime, and the Criminal Justice System	
HI 207	Crime and Punishment in America	

Spanish

To pursue a minor, a student must have achieved sophomore status and have been granted permission by the chair of the student's major and the chair of the program offering the minor. A student begins the process by consulting with his or her adviser and completing an application acquired from the Office for Student Records.

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

REQUIRED COURSES:	
SP 101	Introduction to Spanish I*
SP 201	Intermediate Spanish I
SP 202	Intermediate Spanish II
SP 301	Conversation and Composition
CHOOSE TWO:	
SP 102	Introduction to Spanish II
SP 204	Jewels of Hispanic Literature: Spanish Literature in Translation
SP 205	Spanish for Law Enforcement
GS 300	Service Learning Abroad: Dominican Republic
Study Abroad	Students may elect to take up to six credits (two courses) at a Spanish-speaking institution during a study abroad experience approved by Hilbert.

Sports Media

The curriculum in our Sports Media minor consists of courses offered by the Communications and Sports Industry Management departments.

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

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

REQUIRED COURSES:		
COM 170	Multimedia Explorations	
COM 243	Journalism	
COM 345	Sports Reporting	
COM 442	Multimedia Journalism	
CHOOSE TWO:		
COM 270	Digital Photography	
SIM 338	Sports Economics	
COM 344	Public Relations Writing	
SIM 401	Sports Communication	
COM 443	Advanced Journalism	

Academic Minors

Writing Across the Professions

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

COURSE LEVEL	DESCRIPTION OF COURSE
EN 240	The Art of Persuasion
EN 340	Professional and Technical Writing
EN 250/350	Creative Writing I and II
COM 348	Advertising, Copywriting
COM 344	Public Relations Writing
LW 303	Advanced Legal Writing/Writing for the Sciences

Pre-Professional Programs

Here at Hilbert, our Pre-Professional Programs aim to support and guide students interested in careers in medicine, dentistry, pharmacy, nursing, optometry, veterinary medicine, or law in fulfilling the professional school admission requirements through Hilbert's robust curricula, unmatched academic advisement, and valuable hands-on experiences.

WHAT IS A PRE-PROFESSIONAL PROGRAM?

A pre-professional program is an academic support program to help students who wish to pursue admission to professional schools after earning their undergraduate degrees. Based on the specific admission requirements of each professional school, the program guides students to choose track-specific coursework that better prepares them for professional exams, such as MCAT for medical schools, PCAT for pharmacy schools, etc., and helps fulfill other admission-related requirements.

Admission to professional schools is highly competitive, so completing a pre-professional program can help you stand out from the crowd.

Hilbert offers pre-professional programs in health (medicine, nursing, pharmacy, dental, optometry and veterinary medicine) and law.

BENEFITS OF A PRE-PROFESSIONAL PROGRAM

Admission into professional programs is highly competitive. Pre-professional programs at Hilbert give you access to a team of advisers who can help you choose courses and extracurricular activities that may increase your chances of being accepted into your professional program of choice.

In addition to individualized advisement, pre-professional programs at Hilbert offer pre-health and pre-law students access to special events and opportunities. For example, students have the opportunity to attend specialized workshops, information sessions and academic seminars to learn about different career options and professional schools

In partnership with other Hilbert College offices, our programs also assist pre-professional students with:

- Interview preparation
- Cover letter, resume and personal statement creation
- Experience opportunities
- Financial literacy

Pre-Professional Programs

Pre-Health

A career goal in the health professions is a challenging and rewarding one for any aspiring student. If you are interested in careers in medicine, nursing, pharmacy, dental, optometry, or veterinary medicine, the Pre-health Professional Program at Hilbert College will help you prepare for these highly competitive career tracks through strong curricula, academic and professional advisement. Please note that the Pre-Health Professional Program is a support program and not an academic major. Although students from various academic majors are

eligible to pursue most of these pre-health tracks, the curriculum for Hilbert students majoring in Biology and Forensic Science generally complement most of the course requirements for these tracks. In addition, the support program assists in advising students for graduate study leading to MS or Ph.D. degrees in the biological sciences and related fields such as genetics, cell biology, molecular biology, biotechnology, biomedical engineering, and neuroscience.

ADVISEMENT

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

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

Pre-Health Advisor:

Habib Bakht, Ph.D.

hbakht@hilbert.edu

REQUIREMENTS

The minimum GPA requirement for most health professional schools is 3.0. Students with a GPA lower than this should contact their Academic Advisor for academic assistance. Admission into these professional schools is highly competitive, and higher GPAs are needed for most health professions, with many programs looking for a GPA of 3.5 or better. In some programs, science GPAs are often evaluated separately. For example, a GPA of 3.75 is considered a competitive science GPA for most medical schools. In addition to GPA, some schools require competitive scores on professional exams such as MCAT, DAT, GRE, PCAT, OAT, etc., and evidence of the applicant's professionalism, maturity, sound reasoning, integrity, and true commitment to helping others. Some schools also require candidate's shadowing experience with different health professionals over time, research experience in labs, and various types of volunteer experience. The Pre-Health Professional Program will guide students to prepare for these qualifications as well. In partnership with other Hilbert College offices, the program also assists pre-professional students with:

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

- Financial Literacy

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

PRE-MEDICINE

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

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

BI 140 College Biology I with Lab	4
BI 141 College Biology II with Lab	4
CH 140 College Chemistry I with Lab	4
CH 141 College Chemistry II with Lab	4
CH 311 Organic Chemistry I with Lab	4
CH 313 Organic Chemistry II with Lab	4
PY 140 General Physics I with Lab	4
PY 141 General Physics II with Lab	4
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
Most medical schools also require or recommend the following courses.	
BI 320 Biochemistry with Lab	4
BI 410 Cell Biology with Lab	4
BI 420/421 Anatomy and Physiology I/II with Lab	4
MA 200 Topics in Statistics	3
MA 205 Calculus	3
PSY 101 Introduction to Psychology	3
SO 101 Introduction to Sociology	3

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

PRE-NURSING

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

Admission into the nursing school at UB is highly competitive. A minimum GPA of 3.0 is required to apply for the above options. However, the average admitted GPA at UB Nursing School is 3.65 for Traditional BS and 3.72 for Accelerated BS. Students should work with the Pre-health Program Advisor as soon as they decide on the nursing track to select appropriate coursework based on their schools of interest. In addition, gaining a thorough understanding of the profession through hospital volunteerism and practical working experiences as a Nursing Assistant is very helpful.

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

BI 115 Nutrition	3
BI 220 Microbiology with Lab	4
BI 420 Anatomy and Physiology I with Lab	4
BI 421 Anatomy and Physiology II with Lab	4
CH 140 College Chemistry I with Lab	4
MA 200 Topics in Statistics	3
PSY 101 Introduction to Psychology	3
SO 101 Introduction to Sociology	3
BI 241 Applied Physiology (cross-register at ECC)	3
NU 238 Pharmacology (cross-register at ECC)	3
PS 201 Human Growth & Development (cross-register at ECC)	3
PY 111 Biomedical Ethics (cross-register at ECC)	3
Accelerated BS at UB requires the following 9 prerequisite courses:	
BI 115 Nutrition	3
BI 220 Microbiology with Lab	4
BI 420 Anatomy and Physiology I with Lab	4
BI 421 Anatomy and Physiology II with Lab	4
CH 140 College Chemistry I with Lab	4
MA 200 Topics in Statistics	3
BI 241 Applied Physiology (cross-register at ECC)	3
NU 238 Pharmacology (cross-register at ECC)	3
PS 201 Human Growth & Development (cross-register at ECC)	3

PRE-PHARMACY

Pharmacy schools and colleges offer the Doctor of Pharmacy (Pharm.D.) degree program in various lengths and structures. Typically, Pharm.D. is a 4-year post-graduate program. However, a 3-year accelerated Pharm.D. program is now available in many Pharmacy schools and colleges. Some schools are also offering a fully

online 3-year accelerated Pharm.D. program. Students do not need a bachelor's degree to enter the Pharm.D. program. Students can start the professional phase of the Pharm.D. curriculum in a pharmacy school after they have completed all pre-pharmacy coursework. Hilbert students interested in a career in Pharm.D. have two options. They can complete a four-year bachelor's degree in any major together with completing all pre-pharmacy coursework before applying. Alternately, they can apply through the Pharmacy College Application Service (PharmCAS) during their sophomore/junior year, provided that all pre-pharmacy coursework has been completed at that point. For detailed information about the application through PharmCAS, please read the instructions first. Hilbert Biology majors typically complement most pre-pharmacy course requirements by the end of their sophomore year and are eligible to apply early through PharmCAS. We recommend all interested students work with the Pre-health Advisor in their freshman year to plan appropriately for timely entry into the Pharmacy schools.

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

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

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

PRE-DENTAL

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

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

BI 140 College Biology I with Lab	4
BI 141 College Biology II with Lab	4
BI 220 Microbiology with Lab	4
BI 320 Biochemistry with Lab	4
BI 420/421 Anatomy and Physiology I/II with Lab	4
CH 140 College Chemistry I with Lab	4
CH 141 College Chemistry II with Lab	4
CH 311 Organic Chemistry I with Lab	4
CH 313 Organic Chemistry II with Lab	4
EN 101 Introduction to Composition	3
EN 102 Unveiling Literary Treasures	3
MA 200 Topics in Statistics	3
MA 205 Survey of Calculus	3
PY 140 College Physics I with Lab	4
PY 141 College Physics II with Lab	4

PRE-OPTOMETRY

Students interested in a career in optometry typically require four years of training at a professional Optometry school to earn a Doctor of Optometry (OD). Admission into the optometry schools requires– 1) a bachelor's degree or at least 90 credit hours of undergrad work, including the five required courses listed below, 2) a good OAT (Optometry Admission Test) score, 3) successful completion of the prerequisite courses, 4) co-curricular activities including a commitment to the service, volunteerism, and shadowing experience. Students should work with the Pre-health Advisor throughout their college years to stay on track with academic and co-curricular preparations. Students applying to Optometry schools receive a letter of evaluation from the Pre-health Advisor, which must be submitted with all other application materials.

Course Requirements: Admission requirements vary by Optometry school, but most schools usually require the following courses:

BI 140 College Biology I with Lab	4	
BI 141 College Biology II with Lab	4	
BI 220 Microbiology with Lab	4	
BI 320 Biochemistry with Lab	4	
BI 420 Anatomy and Physiology I with Lab	4	
BI 421 Anatomy and Physiology II with Lab	4	
CH 140 College Chemistry I with Lab	4	
CH 141 College Chemistry II with Lab	4	
CH 311 Organic Chemistry I with Lab	4	
CH 313 Organic Chemistry II with Lab	4	
PY 140 College Physics I with Lab	4	
PY 141 College Physics II with Lab	4	
EN 101 Introduction to Composition	3	
EN 102 Unveiling Literary Treasures	3	
MA 200 Topics in Statistics	3	
MA 205 Survey of Calculus	3	
PSY 101 Introduction to Psychology	3	

PRE-VETERINARY MEDICINE

Students interested in a career in veterinary medicine require four years of study at a veterinary college, followed by professional licensing. A bachelor's degree is not required for admission at most veterinary colleges, but a bachelor's degree is preferable. However, coursework for students majoring in Biology complements most of the course prerequisites. The admission process is highly competitive, and the course requirement varies from college to college. Students should work closely with the Pre-health Advisor to identify schools of interest and meet appropriate requirements for admissions. Many schools require an admission test, usually the Graduate Record Exam (GRE) or the MCAT. However, some schools do not require any tests anymore. The minimum GPA and test scores requirements vary among the colleges. The overall average GPA of the admitted students is 3.6 or better. In addition to specific coursework, volunteer or animal contact hours are very important for the pre-vet students. Some schools require a particular number of volunteering hours for application.

Course Requirements: One year of chemistry, organic chemistry, biology, and physics, all with labs, and one year of English/Writing are required. Most also require one-semester biochemistry and statistics.

BI 140 College Biology I with Lab	4	
BI 141 College Biology II with Lab	4	
BI 220 Microbiology with Lab	4	
BI 300 Genetics with Lab	4	
BI 320 Biochemistry with Lab	4	
CH 140 College Chemistry I with Lab	4	
CH 141 College Chemistry II with Lab	4	
CH 311 Organic Chemistry I with Lab	4	
CH 313 Organic Chemistry II with Lab	4	
EN 101 Introduction to Composition	3	
EN 102 Unveiling Literary Treasures	3	
MA 200 Topics in Statistics	3	
MA 205 Survey of Calculus	3	
PY 140 College Physics I with Lab	4	
PY 141 College Physics II with Lab	4	

Pre-Professional Programs

Pre-Law

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

ADVISEMENT

We recommend all pre-law track students register with the Pre-Law Professional Program during the first semester at college or as soon as they become interested in pursuing a legal profession track by filling out the pre-professional declaration form. Specific admission requirements vary between law schools. Therefore, we recommend all interested students make initial advisement appointments with the Pre-Law Advisor to ensure they

understand the specific requirements set by their intended law school. Afterward, students should work closely with the Pre-Law Advisor and their Academic Advisor to discuss career goals and expectations, choose track-specific electives, and plan extracurricular or supplemental academic experiences, including internship, research opportunities, and volunteer activities.

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

Pre-Law Advisor:

Laura Dannebohm, JD

ldannebohm@hilbert.edu

REQUIREMENTS

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

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

PRE-LAW

The Pre-Law track at Hilbert requires the following coursework:

LW 101 Introduction to Law	3
LW 103 Legal Research	3
LW 303 Advanced Legal Writing	3
In addition, the student must complete an additional 3 upper-level electives to complete the track. Approved upper-level electives include, but are not limited to:	
CJ 315 Laws & Rules of Evidence	3
LW 302 Introduction to Criminal Law & Procedure	3
LW 370 Rights, Liberty & Justice	3
LW 410 Child & Family Law	3
EN 340 Professional and Technical Writing	3
EN 341 Advanced Writing	3
EN 450 Introduction to Critical Theory	3
MGT 331 Legal Environment of Business	3

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

Programs of Study (HEGIS CODES)

NYSED Department Inventory of Registered Programs: HILBERT COLLEGE

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

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

PROGRAM TITLE	HEGIS CODE	PROGRAM CODE
<u>Associate of Art in Alcohol and Substance Abuse</u>	2101	41307
<u>Associate of Applied Science in Business Administration</u>	5004	77417
<u>Associate of Arts in Criminal Justice</u>	5505	01838
<u>Associate in Arts in Human Services</u>	5506	01831
<u>Associate of Arts in Liberal Arts</u>	5649	01832
<u>Bachelor of Science in Accounting</u>	5002	76068
<u>Bachelor of Arts in Biology</u>	0401	40904
<u>Bachelor of Science in Business Management</u>	0506	92127
<u>Bachelor of Science in Criminal Justice</u>	2105	92126
<u>Bachelor of Science in Cybersecurity</u>	0799	37599
<u>Bachelor of Arts in Digital Media and Communication</u>	0605	28705
<u>Bachelor of Arts in English</u>	1501	92128
<u>Bachelor of Science in Crime Scene Investigation</u>	1999	29649
<u>Bachelor of Science in Forensic Science</u>	1999	40109
<u>Bachelor of Science in Human Services</u>	2101	92129
<u>Bachelor of Science in Intelligence & Data Analysis</u>	2105	77731
<u>Bachelor of Science in Liberal Studies</u>	4901	21914
<u>Bachelor of Science in Political Science</u>	2207	30039
<u>Bachelor of Arts in Psychology</u>	2001	20098
<u>Bachelor of Science in Sports Industry Management</u>	0599	35891
<u>Master of Science in Criminal Justice Administration</u>	2105	34495
<u>Master of Science in Cybersecurity Technology</u>	0799	43632
<u>Master of Public Administration</u>	2102	34496

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Dean of Students

The Office of the Dean of Students plays a crucial role in the administration and support of student life at Hilbert College, ensuring that students have access to co-curricular programming and support services that promote student success. Here's an overview of its main functions:

STUDENT LIFE MANAGEMENT

The Office of the Dean of Students oversees Athletics, Residence Life and Community Standards, Student Involvement, New Student Orientation, Campus Safety, Dining Services, Career Development, Service Learning, and Community Engagement. The Dean also partners with other student support services to help students succeed academically and personally.

COMMUNITY STANDARDS

The Office of the Dean of Students works to ensure fair and consistent application of community standards. The Dean may oversee conduct hearings, appeals, and mediate conflicts involving students.

CAMPUS ENGAGEMENT

The Office of the Dean of Students supports student organizations, activities, and residence life to foster a vibrant and inclusive campus community while building connections and developing leadership skills.

POLICY DEVELOPMENT

The Office of the Dean of Students develops and implements policies related to student life affecting student behavior, rights and responsibilities, campus safety, and wellbeing.

STUDENT ADVOCACY

The Office of the Dean of Students acts as a liaison representing students' needs and concerns within the larger administration, working to ensure that student perspectives are considered in institutional decisions.

NEW STUDENT ORIENTATION

The Office of the Dean of Students supports the programs and events that assist students with their transition to college life while providing information about campus resources and opportunities for social integration.

CAMPUS SAFETY AND CRISIS MANAGEMENT

The Office of the Dean of Students coordinates the response and management of emergencies and crises involving students while supporting staff who oversee campus safety.

Overall, the Office of the Dean of Students is dedicated to supporting students’ holistic development and wellbeing, minimizing challenges to their success, and working to improve and enrich the student experience.

Campus Safety

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

CRIME STATISTICS

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

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

Additional Information on crime statistics and reporting may be obtained from the [United States Department of Education website](#).

EMERGENCY ANNOUNCEMENTS

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

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

A notice will also be posted on the college website and sent through Omniaalert emergency texting system. All Hilbert College community members are expected to register for Omniaalert to receive the most accurate information about college closures and emergencies. Individuals can register at <https://hilbert.omnilert.net/subscriber.php>.

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

Career Development

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

The mission of the Office of Career Development is to enhance learning and facilitate the lifelong pursuit of passion, purpose, skill development, and personal and professional achievement for students and alumni. The Office is committed to empowering students and alumni to lead a fulfilling and purposeful life by offering opportunities to explore their values, collaborate with employers and community partners, and effectively engage in an inclusive career development process.

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

- Search and save jobs both on and off campus, internships & volunteer opportunities
- Upload their resume, cover letter, and other application materials to apply for employment opportunities using the platform
- Gain access to information on career and volunteer events on campus, along with career events held off-campus and virtually
- Connect with over 900k employers, staff, and alumni all over the world

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

New Student Orientation

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

The primary goals of the orientation program are as follows:

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

Residence Life

The Office of Residence Life's mission is to create a home for our students utilizing safety procedures, supportive measures, and student engagement opportunities. This office supports the student's holistic development and strives for all to feel a sense of belonging in their living and learning environment.

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

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

Service Learning and Community Engagement

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

SERVICE LEARNING POLICY

In keeping with the mission, values, and tradition of Hilbert College students will complete at least one service-learning experience as part of an academic course during their Hilbert College career in order to be eligible to graduate. Most students will complete service learning in BLU 201, a Hilbert Blueprint course. Service-learning requirements are unique to each class. In some classes, the entire class may work together on one single project that benefits the community and meets a community priority. In other classes, students may be provided the opportunity to complete a service-learning activity by selecting an organization or project from a

list of pre-approved community partners and activities. Students who successfully complete the service learning assignment for their class, including all required service agreements, time sheets, reflection activities, and evaluation, will receive a designation on their records indicating that service learning has been completed.

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

Student Health Records

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

In addition, New York State Public Health Law (NYS PHL) §2167 requires institutions, colleges, and universities to distribute information regarding meningococcal disease and vaccination to all students enrolled for at least six credit hours, whether they live on or off campus. A response to receipt of this information is required in the form of a signed acknowledgment.

Hilbert College requires that all resident students receive and maintain the meningitis vaccination. All students residing on campus must submit to the Office of Student Life a vaccine record indicating at least 1 dose of meningococcal ACWY vaccine within the last 5 years or a complete 2- or 3-dose series of meningococcal B vaccine. Although the meningococcal vaccination is required for resident students, Hilbert College encourages all students to receive the inoculation. Students should seek information concerning this vaccine from their personal care physician.

More information on immunization requirements may be found on the Immunization Requirements section of the [Hilbert College website](#).

Hilbert College requires all full-time students to maintain personal health insurance. Hilbert College is not responsible for payment of any medical expenses incurred by students.

Student-athletes must provide annual proof of a recent physical to be submitted to the Office of Intercollegiate Athletics.

More information on health insurance requirements may be found on the Health Insurance section of the [Hilbert College website](#).

Student Involvement

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

STUDENT CLUBS

Clubs chartered by the Student Government Association (SGA) can be found on the [Hilbert College website](#).

Given that the initiation of and continuance of student activities and clubs is dependent upon student interest, the aforementioned activities and clubs are subject to change.

STUDENT GOVERNMENT ASSOCIATION

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

Academic Services

The Office of Academic Services is located in the Learning Commons in McGrath Hall and offers a full range of learning services by academic coaches/counselors. Peer and professional tutoring in a variety of disciplines are available on-site and online. Computers with Internet access, instructional software, assistive technology, study skills workshops and space for study sessions are also available.

Accessibility Services

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

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

In order to receive services, students must:

1. Self-identify to the Office of Accessibility Services

2. Provide current documentation from a qualified professional with whom you have a history of treatment and who is skilled and knowledgeable in the diagnosis/treatment of your disability. This may include physician, licensed psychologist or other practitioner.
3. Contact the Office of Accessibility Services to schedule a meeting to discuss reasonable services and/or accommodations.

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

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

Alumni Association

Hilbert's approximately 8,200 alumni have assumed positions in virtually every career area and live throughout the United States and in several foreign countries. The many and varied accomplishments of Hilbert alumni are a measure of the College's success in achieving its goal of career preparation.

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

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

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

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

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

Athletics

Hilbert will enter its 34th season as a Division III member of the National Collegiate Athletic Association at the start of the 2025-26 academic year. Hilbert offers nineteen (19) intercollegiate programs which compete in one of three athletic conferences. The Hawks Baseball, Men's and Women's Basketball, Women's Bowling, Men's and Women's Cross Country, Men's and Women's Golf, Men's and Women's Lacrosse, Men's and Women's Soccer, Softball, and Men's and Women's Volleyball compete for an automatic bid in the Allegheny Mountain Collegiate Conference (AMCC) which would advance their participation in the NCAA postseason tournament. Hilbert Football joined the Empire 8 Conference and the Men's and Women's Track and Field teams joined the State University of New York Athletic Conference (SUNYAC) at the start of the 2024-25 academic year. The Hilbert Women's Ice Hockey program, which began NCAA competition in 2022-23, will join the United Collegiate Hockey Conference (UCHC) in 2025-26.

The athletic program serves as an opportunity for students to be successful contributors to their communities while enhancing their physical, social, and intellectual growth and development. Our student-athletes will graduate with the skills necessary to be affluent leaders, humble winners, and responsible professionals.

Participation in intercollegiate athletics affords students an opportunity to understand the concepts of respect, compassion, good sportsmanship, and accountability. Competitions help to create a strong sense of loyalty and community among students, faculty, staff, alumni and friends.

The organization, the direction and the administration of the athletics program, as well as the supervision of the coaching staff and administration is the responsibility of carefully selected senior staff. The entire athletics department embraces diversity and inclusion and is responsible for implementing and maintaining standards of performance that are consistent with Hilbert's goals of academic excellence and personal development.

Campus Ministry

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

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

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

Located in Bogel Hall 117, the Office of Campus Ministry is part of the Office of Mission & Equity. Everyone is welcome to stop by for either an informal visit or a scheduled appointment.

Food Services

The College Dining Hall, located on the upper level of the Campus Center, serves three meals each day, Monday through Friday, Saturday, and Sunday an afternoon brunch and an evening meal are served. The Hilbert Cafe, located in West Herr Atrium, provides students with a variety of grab and go snack options, coffee, and smoothies, Monday thru Friday. For more information, visit [Hilbert College Dining Services - Hilbert College Dining Services \(hilbertmetz.com\)](https://www.hilbertmetz.com). Additionally, snack machines located in various spaces on campus round out the student and faculty food needs during off-hours.

McGrath Library

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

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

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

Personal Counseling

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

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

Registration and Records

The Office of Registration and Records provides the following services for students:

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

VETERANS CERTIFICATION

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

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

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

New York State Division of Veterans' Affairs

Bureau of Veterans Education

Five Empire State Plaza (Suite 2836)

Albany, NY 12223-1551

[\(518\) 474-7606](tel:(518)474-7606)

[\(518\) 474-5583](tel:(518)474-5583) (FAX)

All Courses

ACC 108 - Prin Of Accounting

ACC 205 - Financial Accounting

ACC 206 - Managerial Accounting

ACC 207 - Accounting Applica

ACC 212 - Anlyz Financial St

ACC 250 - Intermediate Acct

ACC 251 - Intermediate Acc I

ACC 270 - Income Tax Theory and Practice

ACC 271 - Vita

ACC 280 - Cost Accounting

ACC 310 - Corporate Taxation

ACC 313 - Financial Investigations

ACC 320 - Intermediate Accounting I

ACC 321 - Intermediate Accounting II

ACC 335 - Accounting Information Systems

ACC 350 - Advanced Intermediate Accounting

ACC 380 - Cost Accounting

ACC 400 - Accounting Internship

ACC 404 - Fieldwork/Internship

ACC 410 - Advanced Accounting

ACC 420 - Auditing

ACC 430 - Fraud Examination

ACC 450 - Fieldwork/Internship

ACC 460 - Accounting Capstone

ACC 470 - Advanced Taxation

ACC 480 - Fieldwork/Internship

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ACCE 294 - Accounting Elective

ACCE 295 - Accounting Elective

ACCE 296 - Accounting Elective

ACCE 297 - Accounting Elective

ACCE 298 - Accounting Elective

ACCE 299 - Accounting Elective

ACCE 390 - Accounting Elective

ACCE 391 - Accounting Elective

ACCE 392 - Accounting Elective

ACCE 393 - Accounting Elective

ACCE 394 - Accounting Elective

ACCE 395 - Accounting Elective

ACCE 396 - Accounting Elective

ACCE 397 - Accounting Elective

ACCE 398 - Accounting Elective

ACCE 399 - Accounting Elective

ACCE 490 - Accounting Elective

ACCE 491 - Accounting Elective

ACCE 492 - Accounting Elective

ACCE 493 - Accounting Elective

ACCE 494 - Accounting Elective

ACCE 495 - Accounting Elective

ACCE 496 - Accounting Elective

ACCE 497 - Accounting Elective

ACCE 498 - Accounting Elective

ACCE 499 - Accounting Elective

AHI 103 - Creative Moments in Art History

AHI 320 - The Art of the Renaissance in Italy

AHI 350 - Impressionism and the Roots of Modernism

AHI 380 - Women In Art

AHIE 190 - American History

AHIE 191 - American History

AHIE 192 - American History

AHIE 193 - American History

AHIE 194 - American History

AHIE 195 - American History

AHIE 196 - American History

AHIE 197 - American History

AHIE 198 - American History

AHIE 199 - American History

AHIE 290 - American History

AHIE 291 - American History

AHIE 292 - American History

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AHIE 295 - American History

AHIE 296 - American History

AHIE 297 - American History

AHIE 298 - American History

AHIE 299 - American History

AHIE 390 - American History

AHIE 391 - American History

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AHIE 396 - American History

AHIE 397 - American History

AHIE 398 - American History

AHIE 399 - American History

AHIE 490 - American History

AHIE 491 - American History

AHIE 492 - American History

AHIE 493 - American History

AHIE 494 - American History

AHIE 495 - American History

AHIE 496 - American History

AHIE 497 - American History

AHIE 498 - American History

AHIE 499 - American History

AIL 101 - AI for Everyone

**AIL 102 - Generative AI
Accelerator Workshop**

AIL 201 - AI for Decision Making

**AIL 301 - AI for Creativity &
Design**

ALL 190 - All College Elective 190

ALL 191 - All College Elective 191

ALL 192 - All College Elective 192

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ALL 196 - All College Elective 196

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ALL 495 - All College Elective 495

ALL 496 - All College Elective 496

ALL 497 - All College Elective 497

ALL 498 - All College Elective 498

ALL 499 - All College Elective 499

ALL 999 - All College Elective

AR 101 - Introduction to Arabic I

AR 102 - Introduction to Arabic II

AR 530 - Meth/tchng Sec Sch

ART 101 - Drawing 1

ART 102 - Exploration in Art Media

ART 199 - Independent Study

ART 202 - Three Dimensional Design

ART 203 - Advanced Drawing

ART 205 - Painting 1

ART 206 - Advanced Visual Ar

ART 207 - Independent Study

ART 275 - Art For Career Foc

ART 296 - Drawing

ART 297 - Advanced Landscape

ART 298 - Advanced Life Stud

ART 299 - Independent Study

ART 304 - Advanced Painting

ART 399 - Independent Study

ART 405 - Adv Visual Arts

ART 410 - Independent Study

ART 499 - Independent Study

ARTE 190 - Art Elective

ARTE 191 - Art Elective

ARTE 192 - Art Elective

ARTE 193 - Art Elective

ARTE 194 - Art Elective

ARTE 195 - Art Elective

ARTE 196 - Art Elective

ARTE 197 - Art Elective

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ARTE 494 - Art Elective

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ARTE 497 - Art Elective

ARTE 498 - Art Elective

ARTE 499 - Art Elective

ASJ 101 - Introduction to Social Justice

ASJ 201 - Knowledge-Activism: Stories in Soc Jus

ASJ 202 - Conflict and Social Change

ASJ 203 - Social Movements in American History

ASJ 321 - Global Social Movements

ASJ 322 - Global Social Problems

ASJ 323 - Victim Studies

ASJ 360 - Junior Internship

ASJ 460 - Senior Internship I

ASJ 461 - Senior Internship II

ASJ 462 - Senior Seminar Capstone

BANKE 196 - Banking Elective

BI 100 - Introduction to Science

BI 101 - Introduction to the Physical Sciences

BI 102 - Science in Society: Modern Topics in Bio

BI 103 - College Biology I

BI 104 - College Biology

BI 110 - Sci in Society:Modern Topics in Biology

BI 111 - Heredity Evolution

BI 112 - Environmental Science

BI 113 - Energy And Man

BI 114 - The Human Body

BI 115 - Nutrition

BI 140 - College Biology I

BI 140L - College Biology I Lab

BI 141 - College Biology II

BI 141L - College Bio II Lab

BI 150 - Introduction To Science

BI 200 - Field Biology

BI 203 - Zoology Seminar

BI 204 - Plants A Human Co

BI 220 - Microbiology I

BI 220L - Microbiology I Lab

BI 221 - Hum Anatomy Physio

BI 222 - Human Anat And Phy

BI 222L - Hum Anat & Phys II L

BI 240 - College Biology I

BI 241 - College Biology II

BI 250 - Science-Social Imp

BI 280 - Disabil And The Disa

BI 300 - Genetics

BI 300L - Genetics Lab

BI 310 - Cell Biology

BI 310L - Cell Biology Lab

BI 320 - Biochemistry

BI 320L - Biochemistry Lab

BI 340 - Molecular Biology

BI 340L - Molecular Biology Lab

BI 351 - Ecology

BI 401 - Neuroscience

BI 410 - Cell Biology

BI 410L - Cell Biology Lab

BI 420 - Human Anatomy and Physiology I

BI 420L - Human Anatomy and Physiology I Lab

BI 421 - Human Anatomy and Physiology II

BI 421L - Human Anatomy and Physiology II Lab

BI 450 - Biology Seminar

BI 450A - Biology Seminar

BI 450B - Biology Seminar

BIE 190 - Biology Elective

BIE 191 - Biology Elective

BIE 192 - Biology Elective

BIE 193 - Biology Elective

BIE 194 - Biology Elective

BIE 195 - Biology Elective

BIE 196 - Biology Elective

BIE 197 - Biology Elective

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BIE 494 - Biology Elective

BIE 495 - Biology Elective

BIE 496 - Biology Elective

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BIE 498 - Biology Elective

BIE 499 - Biology Elective

BLU 101 - Foundations Seminar

BLU 151 - Public Speaking

**BLU 201 - Service Learning & Civic
Engagement**

BLU 301 - Junior Symposium

BLU 402 - Junior Symposium

BNK 1 - Prin Of Bank Opera

BNK 2 - Money And Banking

BNK 101 - Principles Of Bank

BNK 102 - Bnk 102

BNK 124 - Law And Banking

BNK 214 - Deposit Operations

BNKE 190 - Banking Elective

BNKE 191 - Banking Elective

BNKE 192 - Banking Elective

BNKE 193 - Banking Elective

BNKE 194 - Banking Elective

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BNKE 498 - Banking Elective

BNKE 499 - Banking Elective

BU 125 - College Typewritin

BUS 100 - Basic Accounting

**BUS 101 - Introduction to
Business**

BUS 102 - Intro To Contemp B

BUS 103 - Retail Management

BUS 104 - Retail Merchandising

BUS 105 - Business Communica

BUS 106 - Applied Bus Concep

BUS 121 - Shorthand Theory I

BUS 122 - Shorthand Theory II

BUS 125 - Law And Banking Ap

BUS 126 - Typewriting Techni

BUS 127 - Typewriting Tech I

BUS 128 - Typewriting Tech I

BUS 131 - Machine Transcript

BUS 133 - Medical Transcript

BUS 150 - Fashion Merchandis

BUS 160 - Personal Fin Plan

BUS 192 - Bus Field Sem

**BUS 200 - Introduction to
Business Management**

BUS 201 - Real Estate Law

BUS 203 - Business Statistics

BUS 205 - Princ. Of Accounti

BUS 206 - Accounting Princip

BUS 207 - Accounting Applica

**BUS 208 - Contemporary
Marketing**

BUS 209 - Sales

**BUS 210 - Principles of
Management**

BUS 211 - Small Bus. Managem

BUS 212 - Computer Programming

BUS 214 - Advertising Princi

BUS 215 - Personnel Administ

BUS 217 - Business Law I

BUS 218 - Business Law II

BUS 220 - Intro To Internat

BUS 221 - Advanced Dictation

BUS 222 - Specialized Dictat

BUS 231 - Office Procedures

BUS 232 - Office Procedures

BUS 240 - Business Ethics

BUS 245 - Ethical Thought Bu

BUS 250 - Intermediate Acct

BUS 251 - Inter. Accounting

BUS 260 - Retailing Practicu

**BUS 262 - Personal Financial
Planning**

BUS 265 - Bus Coop Educ

BUS 270 - Income Tax Theory

BUS 271 - Comp Contemp Tax I

BUS 280 - Cost Accounting

BUS 290 - Contemp Quality Is

BUS 299 - Typing Techs

BUS 300 - Fin Anal/app For Pro

**BUS 301 - Applied Business
Statistics**

**BUS 302 - Computing and
Management**

BUS 303 - Data Analytics

**BUS 304 - Ethics Leadership and
Management**

**BUS 310 - Management Skills
Development**

BUS 313 - Financial Investig

BUS 315 - Labor Law

BUS 317 - Business Law II

BUS 320 - Sport Administration

BUS 325 - Sport Law

**BUS 334 - Small Business
Management and Entreprene**

**BUS 335 - Information Technology
and Management**

**BUS 340 - Linking Technology and
Business**

**BUS 344 - Introduction to
International Business**

BUS 345 - Marketing Management

BUS 346 - Managerial Finance

**BUS 350 - The Role of Information
in Financial Mar**

BUS 360 - E-Commerce

BUS 361 - Workplace Ethics

BUS 370 - Field Experience

**BUS 380 - Projects in Enterprise/
SIFE**

**BUS 381 - Bus Cont:Strat Con Plan
for Bus and Orga**

**BUS 390 - Introduction to Project
Management**

BUS 392 - Bus Field Seminar

BUS 399 - Business Elective

**BUS 400 - Business
Administration Internship**

BUS 401 - Business Intern II

**BUS 404 - Business
Administration Internship**

BUS 405 - Issues In Business

BUS 408 - Employment Benefits

**BUS 410 - Lessons of Leadership
in Movies**

BUS 415 - Organizational Behavior

**BUS 490 - Strategic Planning and
Management**

BUS 498 - Independent Study

BUS 499 - Business Elective

BUS 999 - BUS ELEVTIVE

BUSE 190 - Business Elective 190

BUSE 191 - Business Elective 191

BUSE 192 - Business Elective 192

BUSE 193 - Business Elective 193

BUSE 194 - Business Elective 194

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BUSE 198 - Business Elective 198

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BUSE 299 - Business Elective 299

BUSE 390 - Business Elec 190

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BUSE 394 - Business Elec 194

BUSE 395 - Business Elec 195

BUSE 396 - Business Elec 196

BUSE 397 - Business Elec 197

BUSE 398 - Business Elec 198

BUSE 399 - Business Elec 199

BUSE 490 - Business Elective 490

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BUSE 494 - Business Elective 494

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BUSE 498 - Business Elective 498

BUSE 499 - Business Elective 499

**CC 500 - Organizational Theory
and Management**

**CC 501 - Cyber Organizational
Theory & Mgmt**

**CC 505 - Introduction to Graduate
Statistics**

**CC 510 - Program Planning and
Evaluation**

CC 515 - Finance and Budgeting

**CC 520 - Political and Policy
Analysis**

**CC 599 - Graduate Internship
Experience**

**CC 688 - Comparative Public
Administration**

CC 699 - Study Away

**CH 102 - Modern Topics in
Chemistry**

**CH 110 - Sci in Society: Modern
Topics in Chemist**

CH 140 - College Chemistry I

CH 140L - College Chemistry I Lab

CH 141 - College Chemistry II

CH 141L - College Chemistry II Lab

CH 201 - General Chemistry I

CH 201L - General Chem I Lab

CH 202 - General Chemistry II

**CH 202L - General Chemistry II
Lab**

CH 211 - Organic Chemistry I

CH 211L - Organic Chemistry I Lab

CH 213 - Organic Chemistry II

CH 213L - Organic Chemistry Lab

**CH 240 - College Chemistry with
lab**

CH 300 - Criminalistic Chem

CH 311 - Organic Chemistry I

CH 311L - Organic Chemistry I Lab

CH 313 - Organic Chemistry II

**CH 313L - Organic Chemistry II
Lab**

CHE 101 - General Chemistry

CHE 190 - Chemistry Elective

CHE 191 - Chemistry Elective

CHE 192 - Chemistry Elective

CHE 193 - Chemistry Elective

CHE 194 - Chemistry Elective

CHE 195 - Chemistry Elective

CHE 196 - Chemistry Elective

CHE 197 - Chemistry Elective

CHE 198 - Chemistry Elective

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CHE 497 - Chemistry Elective

CHE 498 - Chemistry Elective

CHE 499 - Chemistry Elective

**CIS 170 - Computer Systems:
Computer Architecture**

**CIS 220 - Introduction to
Computer Programming**

**CIS 230 - Database Management
Systems**

**CIS 270 - Introduction to
Computer Networking**

CISE 190 - Computer Science

CISE 191 - Computer Science

CISE 192 - Computer Science

CISE 193 - Computer Science

CISE 194 - Computer Science

CISE 195 - Computer Science

CISE 196 - Computer Science

CISE 197 - Computer Science

CISE 198 - Computer Science

CISE 199 - Computer Science

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CISE 496 - Computer Science

CISE 497 - Computer Science

CISE 498 - Computer Science

CISE 499 - Computer Science

**CIVE 199 - Civic Learning &
Engagement**

**CJ 101 - Introduction to Criminal
Justice**

CJ 102 - Juvenile Delinquency

CJ 103 - Introduction to Security

CJ 104 - Introduction to Conservation Law Enforce

CJ 105 - Introduction to Criminology

CJ 106 - Social Problems in Criminal Justice

CJ 200 - Introduction to Corrections

CJ 202 - Introduction to Criminal Law & Procedure

CJ 203 - Security Administr

CJ 204 - Crime and Society

CJ 205 - Drugs Crime and the Criminal Justice Sy

CJ 207 - Crime and Punishment in America

CJ 210 - Introduction to Policing Professional E

CJ 211 - Intro To Pol/prof En

CJ 212 - Police-human Dimen

CJ 215 - Report Writing for CJ Professionals

CJ 290 - Independent Study In

CJ 299 - Intro To Law/just II

CJ 300 - Probation, Parole, and Community-Based C

CJ 302 - The Juvenile Justice System

CJ 303 - Asset Protection

CJ 304 - Organized Crime and the Career Criminal

CJ 305 - Research Methods in Social Sciences

CJ 307 - Gender and the Criminal Justice System

CJ 308 - Forensic Intvw of Vulnerable Populations

CJ 310 - Introduction to Policing/ Professional E

CJ 311 - Police Management and Organization

CJ 312 - Police: Human Dimension

CJ 314 - Environmental Investigations

CJ 315 - Laws and Rules of Evidence

CJ 316 - Family Violence

CJ 317 - Family Violence Treatment and Prevention

CJ 318 - Special Topics In Fo

CJ 320 - Transnational Crime and Comparative Crim

CJ 321 - Terrorism and Homeland Security

CJ 323 - Gender and Communica

CJ 324 - Wildlife Criminology

CJ 325 - Wildlife Investigations

CJ 327 - Exec. Protection Strategies & Operations

CJ 330 - Ethics in the Criminal Justice System

CJ 333 - Information Security

CJ 334 - Analysis of Sexual Offenses & The Sex Of

CJ 335 - Diversity Issues in Criminal Justice

CJ 336 - Sociology of Management

CJ 350 - Law of Economic Crime

CJ 399 - Ind. Study

CJ 400 - Advanced Seminar in Corrections

CJ 402 - Crime and Deviance

CJ 403 - Security Administration

CJ 404 - Criminal Investigation/ Criminalistics

CJ 405 - Advanced Seminar in Criminal Justice

CJ 411 - Police, Politics and Professionalism

CJ 412 - Advanced Issues in Policing

CJ 416 - Advanced Issues in Family Violence

CJ 417 - Violent Phenomena

CJ 490 - Crim Just Intern II

CJ 491 - Independent Study II

CJ 495 - Practicum-internship

CJ 496 - Practicum-internship

CJ 497 - Practicum-internship

CJ 498 - Internship

**CJ 499 - Criminal Justice
Practicum/Internship**

CJ 999 - CJ ELECTIVE

CJA 500 - Rural Criminology

CJA 501 - Urban Criminology

CJA 502 - Life Course Criminology

CJA 503 - Victimology

CJA 504 - Sociology of Law

**CJA 601 - Pro-Seminar in Criminal
Justice Admin**

**CJA 640 - Research Methods in
Criminal Justice**

**CJA 645 - Nature and Causes of
Crime**

**CJA 650 - Criminal Law and the
Court System**

**CJA 660 - Policing in
Contemporary Society**

CJA 670 - Penology

**CJA 679 - Research Project
Independent Study**

**CJA 680 - Capstone Seminar in
Criminal Justice**

CJA 685 - Continuous Enrollment

**CJA 690 - Project Proposal
Guidance**

CJE 190 - CJ Elective 190

CJE 191 - CJ Elective 191

CJE 192 - CJ Elective 192

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CJE 499 - CJ Elective 499

COM 101 - Introduction to Digital Marketing

COM 103 - Going Viral & Growth Hacking

COM 104 - Soc Media Marketing & Brand Engagement

COM 105 - Lifecycle & Email Marketing

**COM 106 - Digital Mktg Analytics
& Experimentation**

**COM 110 - Introduction to Mass
Media**

COM 131 - Introduction To Comm

COM 133 - Exploration Of Media

COM 151 - Public Speaking

COM 160 - Intro To Desk Pub Qu

COM 161 - Introduction To Desk

**COM 170 - Multimedia
Explorations**

**COM 180 - Advanced Multimedia
Explorations**

COM 190 - Visual Communication

COM 203 - Social Media Marketing

COM 205 - Email Marketing

COM 207 - Viral & Organic Growth

COM 210 - Media Analysis

COM 211 - Communication Theory

**COM 230 - Organizational
Communication**

**COM 240 - The Art of Persuasion:
Introduction to**

COM 242 - Script Writing

COM 243 - Journalism I

**COM 261 - Concepts of Integrated
Marketing**

COM 270 - Digital Photography I

COM 273 - Graphic Design

COM 275 - Digital Filmmaking

COM 280 - Graphic Design

COM 281 - Web Design I

COM 290 - Introduction To Mass

COM 300 - Internet & Electroni

COM 303 - SEO & SEM

COM 305 - Visual Communication

**COM 310 - Mass Communication
Theory**

COM 312 - Media Analysis

COM 320 - Communications Law and Ethics

COM 323 - Gender and Communications

COM 325 - Special Topics in Communications

COM 330 - Organizational Communication

COM 331 - Social Media Marketing

COM 332 - Labor Relations

COM 333 - Corporate Communications

COM 343 - Journalism

COM 344 - Public Relations Writing

COM 345 - Sports Reporting

COM 347 - Public Relations And

COM 348 - Advertising Copywriting

COM 350 - Sports Broadcasting

COM 351 - Speaking for the Professions

COM 357 - Hist Of Amer Cinema

COM 360 - Press Relations

COM 361 - Integra Market Resea

COM 362 - Integrated Marketing Research

COM 365 - Digital Filmmaking

COM 370 - Digital Photography

COM 371 - Contemporary Cinema

COM 373 - Graphic Design

COM 374 - Lighting for Video and Theatre

COM 375 - Digital Film Editing

COM 378 - Radio Production

COM 380 - Communications Technology

COM 381 - Web Design

COM 385 - 2D/3D Graphics

COM 392 - Internship

COM 399 - Independent Study

COM 403 - Digital Marketing Analytics

COM 442 - Multimedia Journalism

COM 443 - Journalism Practicum

COM 455 - Advanced 2D/3D Animation

COM 460 - Persuasive Campaigns

COM 475 - Studio Production

COM 478 - The Documentary: Filming the World as it

COM 481 - Integ Capstone Exp

COM 490 - Senior Thesis

COM 491 - Internship

COM 492 - Internship

COM 493 - Professional Seminar

COM 494 - Professional Seminar

COM 495 - Independent Study: Portfolio Design

COM 496 - Independent Study: Portfolio Design

COM 497 - Professional Sem III

COM 498 - Professional Sem IV

COM 499 - Senior Video Project

COME 190 - Communications Elective

COME 191 - Communications Elective

COME 192 - Communicaitons Elective

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CORE 190 - Core Course 190

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CORE 198 - Core Course 198

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CORE 492 - Core Course 492

CORE 493 - Core Course 493

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CORE 499 - Core Course 499

CR 301 - Dynamics of Conflict

**CR 304 - Communication and
Conflict**

**CR 306 - Facilitating Change/
Creative Prob Solv**

CR 308 - Courtroom Alternatives

CR 310 - Labor Relations

**CR 312 - Restorative Justice: Phil
and Processes**

**CR 401 - Negotiation Theory and
Practice**

**CR 402 - Mediation Theory and
Practice**

**CR 403 - Facilitation and
Consensus Building**

CR 404 - Senior Seminar

**CR 405 - Conflict Studies
Internship**

CS 131 LAB - Computer Science I

**CS 101 - Introduction to Film
Studies**

CS 131 - Computer Science I

CS 132 - Computer Science II

CS 231 - Computer Organization

**CS 250 - Creative Writing
Workshop I**

CS 254 - Computer Networks

**CS 257 - Art,Literature and the
Examined Life**

CS 320 - Theory And Methods O

**CS 350 - Creative Writing
Workshop II**

**CS 354 - Introduction to Network
Security**

**CS 357 - A History of the
American Cinema**

**CS 365 - Great Directors of
Modern American Cinem**

CS 371 - Contemporary Cinema

CS 399 - Ind St Creative Wri

CS 499 - Independent Study:

CSE 190 - Creative Studies

CSE 191 - Creative Studies

CSE 192 - Creative Studies

CSE 193 - Creative Studies

CSE 194 - Creative Studies

CSE 195 - Creative Studies

CSE 196 - Creative Studies

CSE 197 - Creative Studies

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CSE 497 - Creative Studies
CSE 498 - Creative Studies
CSE 499 - Creative Studies

**CSIA 101 - Introduction to
Information Security**
**CYS 101 - Introduction to
Information Security**
CYS 131 - Computer Science I
CYS 132 - Computer Science II
**CYS 170 - Computer Architecture
and Operating Syst**
CYS 231 - Computer Organization
CYS 254 - Computer Networks
CYS 313 - Financial Investigations
CYS 333 - Information Security
**CYS 340 - Intelligence Research
Methods**
**CYS 345 - Computer and Network
Security**
CYS 350 - Law of Economic Crime
**CYS 354 - Introduction to Network
Security**
CYS 355 - Computer Crime
CYS 360 - Computer Forensics

CYS 365 - Investigative Software Tools

CYS 375 - AI: Machine Learning & Impact on Society

CYS 381 - Business Continuity: Strategic Contingenc

CYS 410 - Introduction to Cryptography

CYS 450 - Senior Seminar

CYS 497 - Student Teaching Assistantship

CYS 498 - Internship

CYSE 199 - Cybersecurity Elective

DAP 105 - Microcomputer Keyb

DAP 111 - Intro To Computers

DAP 115 - Advanced Basic

DAP 120 - Microcomputer Conc

DAP 125 - Lotus 1-2-3

DAP 131 - Pascal I

DAP 211 - Cobol Programming

DAP 212 - Cobol Programming

DAP 213 - Assembler Programm

DAP 215 - Rpg Ii Programming

DAP 220 - Data Processing Ap

DAP 299 - Independent Study

DP 111 - Intro To Comp And

DP 120 - Micro Concepts And

DP 125 - Lotus 1-2-3

DP 205 - Lotus 123

DP 210 - Intro To Comp Prog

DP 211 - Cobol Programming

DP 212 - Cobol Programming

DP 215 - Rpg Programming

DP 220 - Data Processing Ap

ECI 313 - Financial Investigations

ECI 333 - Information Security

ECI 340 - Intelligence Research Methods

ECI 345 - Computer and Network Security

ECI 350 - Law of Economic Crime

ECI 355 - Computer Crime

ECI 360 - Computer Forensics

ECI 365 - Investigative Software Tools

ECI 370 - Health Care/Insurance Fraud

ECI 375 - AI: Machine Learning and Impact on Socie

ECI 380 - Business Continuity

ECI 381 - Business Continuity

ECI 410 - Introduction to Cryptography

ECI 450 - Senior Seminar

ECI 480 - Sp Topics In Comp Se

ECI 490 - Indep Study: Comp Ar

ECI 497 - Eci Internship

ECI 498 - Internship

ECI 499 - Internship

ECO 101 - Microeconomics

ECO 102 - Macroeconomics

ECO 140 - Economics For Bank

ECO 143 - Money And Banking

ECO 150 - Pers Financial Pla

ECO 201 - Microeconomics

ECO 202 - Macroeconomics

ECO 203 - Principles of Contemporary Macroeconomic

ECO 204 - Principles of Contemporary Microeconomic

ECO 220 - Contemp Eco Issues

ECO 300 - Modern International Economics

ECO 309 - Human Economics

ECO 320 - Money and Banking

ECO 330 - Economics Of Sport

ECO 340 - Managerial Economics

ECO 350 - Comparative Economic Systems and Governm

ECO 352 - Global Economic Environment

ECO 360 - Environmental Economics

ECO 370 - Globalization And In

ECO 400 - History And Econom

ECOE 190 - Economics Elective

ECOE 191 - Economics Elective

ECOE 192 - Economics Elective

ECOE 193 - Economics Elective

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ECOE 494 - Economics Elective

ECOE 495 - Economics Elective

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ECOE 498 - Economics Elective

ECOE 499 - Economics Elective

ED 218 - Foundation of Education

ED 230 - Educational Psychology

**EDS 223 - Foundations of
Adolescent Literacy**

**EDS 360 - Evaluation and Teaching
Strategies**

**EDS 402 - Methods of Teaching
English: Adolescence**

EDU 208 - General Methods

**EDU 250 - Foundations of
Education**

EDU 303 - Ed Psyc Meas/excep

EDU 312 - Meth:read & Lang Art

**EDU 356 - Assessment for Diverse
Learners**

EDU 620 - Found Of Learn Theor

EDU 621 - Elementary School St

EDU 622 - Needs Of Ex. Learner

EDU 624 - Teaching Reading

EDU 626 - Teach Child Literatu

EDU 630 - Secondary School Geb

EDU 652 - Curriculum Planning

EDU 653 - Critical Issues & Tr

EDU 656 - Major Themes In Educ

EN 100 - Fundamentals of English

**EN 101 - Introduction to
Composition**

EN 101L - College Writing with Lab

EN 102 - Unveiling Literary Treasures

EN 103 - Library Research

EN 103A - Reading, Thinking and Writing

EN 103B - Reading, Thinking, and Writing

EN 104 - Crafting Compelling Arguments

EN 105 - Prompt to Play: AI, Games & Creativity

EN 151 - Oral Comm Of Ideas

EN 152 - Advanced Public Speaking

EN 201 - Crafting Knowledge: The Research Writers

EN 204 - American Romantici

EN 205 - Voyages through Time: World Lit Classics

EN 206 - Literary Odyssey: Expl Global Narratives

EN 210 - Magic and Imagination: Expl Child Lit

EN 211 - Modern American No

EN 212 - Modern Drama

EN 213 - Modern Short Story

EN 214 - Survey of American Literature

EN 215 - Brit Lit Tapestry: Journey through Time

EN 216 - Chron of America: Lit Reflecting History

EN 217 - Beyond the Text: Bible in Cont & Cul

EN 218 - Science Fiction Literature

EN 219 - Literature and History: The American Exp

EN 220 - British Identity from Medieval to 18th C

EN 221 - Spirits in Romantic Contemp Brit Fiction

EN 222 - Survey of American Lit I: Expl Roots

**EN 223 - Survey of American Lit II:
Expl Blossoms**

EN 225 - Def Amer Lit And A

EN 229 - Creative Writing

EN 230 - Studies In Modern

**EN 240 - Introduction to
Persuasive Methods**

**EN 250 - Creative Writing I:
Writers Forge**

**EN 257 - Art, Lit, and the Examined
Life**

**EN 265 - Video Games and
Interactive Fiction**

**EN 270 - Irish Literature, Culture,
and Language**

**EN 275 - Representations of The
Holocaust**

EN 280 - African Amer Lit

EN 299 - Indep St.:journalism

**EN 301 - The Theatrical
Revolution: Perspectives**

EN 302 - Renaissance Literature

**EN 303 - Shakespeare I: The
Historical Plays and**

**EN 304 - Shakespeare II:
Tragedies and Romances**

**EN 305 - Restoration and
18th-Century Literature**

**EN 309 - Self and Society in
Literature**

**EN 311 - The American Novel After
World War II**

EN 312 - Modernism

EN 313 - The Novel

EN 314 - Postmodernism

**EN 315 - Mythic Journeys: Expl
World Mythology**

EN 318 - History Of Theater

EN 320 - Theory/meth Play Pro

EN 323 - Survey of Amer. Lit.

EN 325 - Autobiography

**EN 327 - Multi-Ethnic Literature of
the Americas**

EN 328 - Defining America through Literature/Art

EN 329 - Muckrakers and Money-makers: American Lit

EN 330 - The Lyric: From the Performance of Self

EN 332 - Tough Guys & Riddle Stories: Det Fiction

EN 333 - Screams and Nightmares: Horror Fiction

EN 334 - Images and Icons of the American West

EN 335 - Modern American Poetry: Four Movements

EN 340 - Professional and Technical Writing

EN 341 - Advanced Writing

EN 342 - Technical & Professional Writing with AI

EN 343 - Journalism

EN 345 - The City in Literature

EN 347 - Pub Rel & Adv Writ

EN 350 - Creative Wri Wrkshp II: The Next Chapter

EN 351 - Speaking For Profess

EN 357 - Hist Of The Amer Cin

EN 360 - Film and Literature

EN 365 - Great Directors of Modern American Cinem

EN 367 - Contemporary Theater

EN 375 - Imp of Place in British and Irish Lit

EN 376 - Representations of the Holocaust

EN 380 - African-american Lit

EN 387 - Internship I

EN 388 - Women and Literature

EN 389 - Internship For Eng

EN 397 - Independent Study

EN 398 - Indendent Study: Film/Literature

EN 399 - Independent Study

EN 400 - Chaucer and Medieval Literature

EN 403 - Bus. Com. Letter

EN 415 - Hero In Lit

EN 418 - Romanticism

EN 419 - Victorian Literature

EN 428 - Editing/copy Writing

EN 435 - See You & World through 20th C Poetry

EN 440 - Major Literary Figure

EN 441 - Maj Lit Fig: Dickens

EN 445 - Senior Seminar: Special Topics in Litera

EN 446 - Senior Seminar: Litu

EN 450 - Introduction to Critical Theory

EN 460 - Postmodernism

EN 463 - Literature, Art and Revolution

EN 481 - Independent Study

EN 486 - Irish Literature

EN 487 - Teaching Internship

EN 489 - Internship

EN 490 - Honors Senior Thesis

EN 491 - Indep St Maj Lit Fig

EN 493 - Ind St Wom & Lit li

EN 495 - English Capstone

EN 496 - Teaching Assistantship

EN 497 - Independent Study

EN 498 - Indepen Stu-port Des

EN 499 - Indep St

EN 999 - English Elective

ENE 190 - English Elective 190

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ENE 494 - English Elective 494

ENE 495 - English Elective 495

ENE 496 - English Elective 496

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ENE 498 - English Elective 498

ENE 499 - English Elective 499

ENG 404 - Communication Skill

ES 103 - Introduction to Games

ES 105 - Introduction to Esports Management

ES 303 - Convention, Event & Trade Show Planning

ES 403 - Distribution of Games

EXC 001 - Excel Math

EXC 002 - Excel Reading

EXC 003 - Excel Writing

F24 BULK REG - Bulk Registration

F25 BULK REG - Bulk Registration

FCLANG 198 - Foreign Cult & Language Elective 198

FCLANG 199 - Foreign Cult & Language Elective 199

FD 101 - Floral Design Arra

FD 102 - Flower Plant Propa

FD 103 - Flower Shop Mgmt

FD 151 - Advanced Floral De

FD 152 - Plant Propagation

FI 201 - Bank Cards

FI 244 - Consumer Lending

FIN 200 - Introduction to Bank Lending

FIN 236 - Commercial Lending

FIN 244 - Consumer Lending

FIN 246 - Consumer Credit An

FIN 310 - Managerial Finance

FIN 320 - Money and Banking

FIN 410 - Investments

FINE 390 - Finance Elective

FINE 391 - Finance Elective

FINE 392 - Finance Elective

FINE 393 - Finance Elective

FINE 394 - Finance Elective

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FINE 498 - Finance Elective

FINE 499 - Finance Elective

**FM 101 - Introduction to Film
Studies**

FM 236 - Intro To Comm Lend

FR 101 - Introduction to French I

FR 102 - Introduction to French II

FR 103 - Introduction to French III

FR 104 - Interm French II

FR 201 - Intermediate French

FRAN 200 - Intro To Francis/cia

FRE 190 - French Elective

FRE 191 - French Elective

FRE 192 - French Elective

FRE 193 - French Elective

FRE 194 - French Elective

FRE 195 - French Elective

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FRE 498 - French Elective
FRE 499 - French Elective
FS 101 - Introduction to Forensic Science
FS 201 - Introduction to Forensic Photo/Image
FS 300 - Introduction to Forensic Photography/Ima
FS 301 - Intro to Forensic Photography/Imagery
FS 302 - Computer Crime Investigation
FS 314 - Foren Serology/dna
FS 318 - Special Topics in Forensic Science I
FS 319 - Special Topics in Forensic Science II
FS 320 - Interview and Interrogation Techniques
FS 389 - Investigative Research

FS 400 - Photography/Imagery

FS 401 - Fingerprint Evidence

**FS 402 - Trace Evidence/
Arson-Firearms/ Impressio**

**FS 403 - Bloodstain Pattern
Analysis/Crash Manage**

**FS 404 - Advanced Mobile Device
Forensics**

**FS 405 - Advanced Seminar in
Forensic Science**

FS 420 - Forensic Biology I

FS 420L - Forensic Biology I Lab

FS 421 - Forensic Biology II

FS 421L - Forensic Biology II Lab

**FS 430 - Forensic Biology
Capstone**

**FS 430L - Forensic Biology
Capstone Lab**

FS 498 - Internship

**FS 499 - Forensic Science
Internship**

FSE 190 - Forensic Science

FSE 191 - Forensic Science

FSE 192 - Forensic Science

FSE 193 - Forensic Science

FSE 194 - Forensic Science

FSE 195 - Forensic Science

FSE 196 - Forensic Science

FSE 197 - Forensic Science

FSE 198 - Forensic Science

FSE 199 - Forensic Science

FSE 290 - Forensic Science

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FSE 497 - Forensic Science

FSE 498 - Forensic Science

FSE 499 - Forensic Science

**GBM 318 - Global Economic
Environment**

**GBM 328 - Crosscultural
Communication and Manageme**

**GBM 331 - Legal Environment in
Global Business**

**GBM 332 - Global Accounting and
Financial Manageme**

**GBM 333 - Crosscultural
Marketing Management**

**GBM 334 - Global Logistics and
Supply Chain Manage**

**GBM 349 - Crosscultural
Communication and Manageme**

**GBM 352 - Global Economic
Environment**

**GBM 354 - Legal Environment in
Global Business**

GBM 355 - Supply Chain Management

GBM 358 - Crosscultural Marketing Management

GBM 398 - Global Accounting and Financial Manageme

GBM 401 - Human Resource Management

GBM 402 - Global Business Management Fieldwork/Int

GBM 404 - Global Business Management Fieldwork/Int

GBM 430 - Global Organizational Development and Ch

GBM 490 - Global Strategic Management

GENED 190 - General Education Elective 190

GENED 191 - General Education Elective 191

GENED 192 - General Education Elective 192

GENED 193 - General Education Elective 193

GENED 194 - General Education Elective 194

GENED 195 - General Education Elective 195

GENED 196 - General Education Elective 196

GENED 197 - General Education Elective 197

GENED 198 - General Education Elective 198

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**GENED 498 - General Educational
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**GENED 499 - General Educational
Elective 499**

**GENED 999 - GENERAL
EDUCATIONAL ELECTIVE**

**GEO 101 - Principles of Earth
Science**

**GEO 288 - World History and
Geography I**

**GEO 289 - World History and
Geography II**

GEOE 190 - GEOE 190

GEOE 191 - GEOE 191

GEOE 192 - GEOE 192

GEOE 193 - GEOE 193

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GEOE 197 - GEOE 197

GEOE 198 - GEOE 198

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GEOE 290 - GEOE 290

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GEOE 294 - GEOE 204

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GEOE 296 - GEOE 296

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GEOE 298 - GEOE 298

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GEOE 390 - GEOE 390

GEOE 391 - GEO 391

GEOE 392 - GEOE 392

GEOE 393 - GEOE 393

GEOE 394 - GEOE 394

GEOE 395 - GEOE 395

GEOE 396 - GEOE 396

GEOE 397 - GEOE 397

GEOE 398 - GEOE 398

GEOE 399 - GEOE 399

GER 103 - Intermediate German

GFS 600 - Managing CSI Units

GFS 610 - Management of Crime Labs

GFS 620 - Managing Media for Law Enforcement

GFS 630 - Capstone Portfolio

GR 103 - Intermediate German

GR 201 - Intermediate German

GRA 600 - Theory Development

GS 100 - College Success

GS 101 - Foundations Seminar

GS 101L - Foundations Lab for Assisi Scholars

GS 110 - Civic Learning through Reading & Writing

GS 111 - College Read/stu Sk

GS 136 - Car Per Aware

GS 150 - Per Soc Acad Skill

GS 160 - Introduction to Leadership

GS 170 - Introduction to Student Activities Progr

GS 180 - Health and Physical Fitness

GS 199 - ROTC MIL SCI 101,111

GS 200 - Library Info Servi

GS 201 - Service Learning & Civic Engagement

GS 250 - Volunteerism

GS 260 - Lessons of Leadership in Movies

GS 300 - Service Learning Abroad: Dominican Repub

**GS 301 - Service Learning Abroad:
Kenya**

**GS 302 - Service Learning Abroad:
Italy**

GS 350 - Pre-intern Skill

**GS 370 - Introduction to Student
Activities Progr**

**GS 380 - Health and Physical
Fitness**

GS 460 - Leadership Applications

GSE 190 - General Studies

GSE 191 - General Studies

GSE 192 - General Studies

GSE 193 - General Studies

GSE 194 - General Studies

GSE 195 - General Studies

GSE 196 - General Studies

GSE 197 - General Studies

GSE 198 - General Studies

GSE 199 - General Studies

GSE 290 - General Studies

GSE 291 - General Studies

GSE 292 - General Studies

GSE 293 - General Studies

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GSE 296 - General Studies

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GSE 298 - General Studies

GSE 299 - General Studies

GSE 390 - General Studies

GSE 391 - General Studies

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GSE 397 - General Studies

GSE 398 - General Studies

GSE 399 - General Studies

GSE 490 - General Studies

GSE 491 - General Studies

GSE 492 - General Studies

GSE 493 - General Studies

GSE 494 - General Studies

GSE 495 - General Studies

GSE 496 - General Studies

GSE 497 - General Studies

GSE 498 - General Studies

GSE 499 - General Studies

**HED 201 - Foundation in Health
Education**

**HI 101 - Foundations of Western
Civilizations**

HI 102 - Dawn of a New World

**HI 103 - Nineteenth Century
America**

**HI 104 - Twentieth Century
America**

HI 110 - Contemp American J

HI 121 - Intro Jewish Histo

**HI 130 - The Ancient
Mediterranean World**

**HI 201 - American History and
Government**

HI 202 - 19th Century Ameri

HI 203 - The Emerg Of Mod A

HI 204 - Contemp America

HI 205 - Hist Of American S

HI 206 - Race Gender And C

**HI 207 - Crime and Punishment in
America**

HI 208 - American Foreign Policy

**HI 210 - Political Thought and
History in Modern**

**HI 212 - Photographing American
History**

HI 213 - African American History, Part I

HI 214 - African American History, Part II

HI 215 - World Culture and Civilization

HI 216 - Literature and History: The American Exp

HI 221 - Sem Black American

HI 222 - 20th Cent Am For P

HI 223 - Emergence of Modern America 1900-1945

HI 224 - Cold War America

HI 225 - The Us Constitutio

HI 278 - History of Western New York

HI 288 - World History and Geography I

HI 289 - World History and Geography II

HI 299 - Independent Study

HI 300 - American Religious History

HI 301 - The Making of the Modern Mind I

HI 302 - The Making of the Mind II

HI 304 - 20th Cent Amer II

HI 305 - The Making of the Modern Mind I

HI 306 - The Making of the Modern Mind II

HI 307 - African-amer Hist

HI 308 - Women's History

HI 309 - Women's History, Part II: The "Other" Ex

HI 310 - Making Sense of the Sixties

HI 311 - Afri Amer Hist Pt 1

HI 312 - Afr Amer His Part II

HI 322 - Photogra Amer II

HI 355 - Hist Of Mod Intell G

HI 378 - History Or Western N

HI 380 - America In The 20th

HI 389 - Amer Crime & Punishm

HI 391 - Iberian Melting Pot: A Cultural History

HI 399 - Independent Study

HI 401 - History and the Movies

HI 402 - The United States Constitution: Legal an

HI 499 - Independent Study

HIE 190 - History Elective 190

HIE 191 - History Elective 191

HIE 192 - History Elective 192

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HIE 195 - History Elective 195

HIE 196 - History Elective 196

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HIE 494 - History Elective 494

HIE 495 - History Elective 495

HIE 496 - History Elective 496

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HIE 498 - History Elective 498

HIE 499 - History Elective 499

HIS 110 - Amer Jewish Histor

HIS 121 - Intro To Jewish Hi

**HISE 199 - American History &
Western Civilization**

HLI 101 - Intro To Biblical

HLI 102 - Great Jewish Books

**HON 105 - Freshman/Sophomore
Honors Colloquium**

**HON 305 - Junior Honors
Colloquium**

**HON 330 - Reading and Writing
Buffalo**

HON 400 - Capstone Preparation

HON 499 - Independ Study-honor

HONE 190 - Honors Elective

HONE 191 - Honors Elective

HONE 192 - Honors Elective

HONE 193 - Honors Elective

HONE 194 - Honors Elective

HONE 195 - Honors Elective

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HONE 498 - Honors Elective
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HS 101 - Introduction to Human Services

HS 102 - Introduction to Chemical Dependency

HS 103 - Introduction to Psychopharmacology

HS 104 - Treatment Planning and Case Management

HS 200 - Intro Alcoholism C

HS 201 - Prevention & Treatment of Chemical Dep

HS 202 - Trauma & Addiction

HS 203 - Introduction to Counseling

HS 204 - Basic Interviewing Skills

HS 205 - Interpersonal Communication and Effectiv

HS 206 - American Sign Language

HS 207 - Family Systems in Addiction Treatment

HS 208 - Special Populations in Addiction Treatme

HS 209 - Group Work in Addiction Treatment

HS 210 - Human Services Methods

HS 211 - Soc Ser Delivery S

HS 215 - Social Issues in Addictions

HS 260 - Field Practicum

HS 299 - Independent Study

HS 300 - Introduction to Chemical Dependency

HS 302 - Intervention and Treatment with Chemical

HS 303 - Advanced Counseling

HS 304 - Chem Depend & Family

HS 305 - Research Methods in Social Sciences

HS 306 - Advanced Topics in Chemical Dependency

HS 307 - Gender and the Criminal Justice System

HS 308 - Group Work in Human Services

HS 310 - Human Service Ethics

HS 311 - Organization, Policy and Practice in the

HS 312 - American Sign Language II

HS 314 - Understanding Mental Illness Through Fil

HS 315 - Child Abuse & Neglect

HS 316 - Family Violence

**HS 317 - Family Violence
Treatment and Prevention**

HS 320 - Loss Grief and Dying

HS 325 - Health Care& Hum Ser

**HS 330 - Violent Children:
Prevention/Treatment**

HS 332 - Marriage and the Family

HS 360 - Internship I

HS 397 - Reality Therapy

HS 398 - Domestic Violence

HS 399 - Indep Study Hum Ser

HS 403 - Family Counseling

**HS 405 - Human Services for the
Older Adult**

HS 410 - Child and Family Law

**HS 416 - Advanced Issues in
Family Violence**

**HS 420 - American Sign Language
III**

HS 430 - Senior Seminar

HS 460 - Senior Internship I

HS 461 - Senior Internship II

HS 499 - Indep Study

HS 999 - HS elective

HSE 190 - HS Elective 190

HSE 191 - HS Elective 191

HSE 192 - HS Elective 192

HSE 193 - HS Elective 193

HSE 194 - HS Elective 194

HSE 195 - HS Elective 195

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HSE 498 - HS Elective 498

HSE 499 - HS Elective 499

HSSO 211 - Soc Serv Deliv Sys

HSSO 215 - The Older Adult

HSSO 260 - Field Exper And Se

HU 398 - Humanities 398

HUE 197 - Humanities 197

HUE 198 - Humanities 198

HUE 199 - Humanities 199

HUE 290 - Humanities 290

HUE 291 - Humanities 291

HUE 292 - Humanities 292

HUE 293 - Humanities 293

HUE 294 - Humanities 294

HUE 299 - Humanities 299

HUE 398 - Humanities 398

HUE 399 - Humanities 399

HUE 498 - Humanities 498

HUE 499 - Humanities 499

IDA - Concepts of Block Chain Analysis

IDA 177 - Introduction to Intelligence

IDA 178 - Intelligence Methods & Analysis

IDA 213 - Intelligence and Data Analysis

IDA 240 - Intelligence for Business

IDA 250 - Cryptology: History & Method

IDA 275 - National Security Intelligence

IDA 276 - Concept of Intell Driven Law Enforcement

IDA 300 - Competitive Intelligence

IDA 302 - Human Intelligence

IDA 305 - Concepts of Block Chain Analysis

IDA 312 - Concepts of Intell Analysis & Crit Think

IDA 327 - Espionage in Modern Media vs. Reality

IDA 354 - Imagery Intell and Geospatial Analysis

IDA 374 - History of Intelligence

IDA 402 - Generative AI for Intel. Analysis

IDA 403 - Intelligence Implications of 20th Cent

IDA 405 - Strategic Intelligence: Capstone

IDA 410 - Tradecraft: Skills of Espionage

IDA 412 - Social Media Intelligence & Analysis

IDA 415 - Counter-Intelligence. in Nat'l Security

IDA 420 - Influence Operations and Info Warfare

IDA 422 - Cognitive Warfare: Appld AI & Nar Power

IDA 425 - Strategic Intelligence Capstone

IDA 431 - AI-Driven Intelligence Collection

INTCA 190 - Intercultural Awareness 190

INTCA 191 - Intercultural Awareness 191

INTCA 192 - Intercultural Awareness 192

INTCA 193 - Intercultural Awareness 193

INTCA 194 - Intercultural Awareness 194

INTCA 195 - Intercultural Awareness 195

INTCA 196 - Intercultural Awareness 196

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INTCA 198 - Intercultural Awareness 198

INTCA 199 - Intercultural Awareness 199

INTCA 290 - Intercultural Awareness 290

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INTCA 496 - Intercultural Awareness 496

INTCA 497 - Intercultural Awareness 497

INTCA 498 - Intercultural Awareness 498

INTCA 499 - Intercultural Awareness 499

INTCS 190 - Intercultural Studies 190

INTCS 191 - Intercultural Studies 191

INTCS 192 - Intercultural Studies 192

INTCS 193 - Intercultural Studies 193

INTCS 194 - Intercultural Studies 194

INTCS 195 - Intercultural Studies 195

INTCS 196 - Intercultural Studies 196

INTCS 197 - Intercultural Studies 197

INTCS 198 - Intercultural Studies 198

INTCS 199 - Intercultural Studies 199

INTCS 290 - Intercul Stud 290

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INTCS 294 - Intercul Stud 294

INTCS 295 - Intercul Stud 295

INTCS 296 - Intercul Stud 296

INTCS 297 - Intercul Stud 297

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INTCS 390 - Intercultural Studies 390

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**INTECA 199 - Intercultural
Awareness 199**

**INTECA 299 - Intercultural
Awareness 299**

**INTECA 399 - Intercultural
Awareness 399**

**INTECA 499 - Intercultural
Awareness 499**

**INTECA 999 - INTERCULTURAL
AWARENESS**

**INTED 190 - INTERDISCIPLINARY
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**INTED 191 - INTERDISCIPLINARY
STUDIES MOD 191**

**INTED 192 - INTERDISCIPLINARY
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**INTED 498 - INTERDISCIPLINARY
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**INTED 499 - INTERDISCIPLINARY
STUDIES MOD 499**

IS 199 - International Study

ITA 101 - Introduction to Italian I

ITA 102 - Introduction to Italian II

JHI 110 - Hist Isreal And Zi

JLA 131 - Foundations Of Jud

LA 190 - Liberal Arts Elective 190

LA 191 - Liberal Arts Elective 191

LA 192 - Liberal Arts Elective 192

LA 193 - Liberal Arts Elective 193

LA 194 - Liberal Arts Elective 194

LA 195 - Liberal Arts Elective 195

LA 196 - Liberal Arts Elective 196

LA 197 - Liberal Arts Elective 197

LA 198 - Liberal Arts Elective 198

LA 199 - Liberal Arts Elective 199

LA 201 - Intermediate Latin I

**LA 202 - Latin IV/V Honors:
Catullus and Ovid**

LA 290 - Liberal Arts Elective 290

LA 291 - Liberal Arts Elective 291

LA 292 - Liberal Arts Elective 292

LA 293 - Liberal Arts Elective 293

LA 294 - Liberal Arts Elective 294

LA 295 - Liberal Arts Elective 295

LA 296 - Liberal Arts Elective 296

LA 297 - Liberal Arts Elective 297

LA 298 - Liberal Arts Elective 298

LA 299 - Liberal Arts Elective 299

LA 390 - Liberal Arts Elective 390

LA 391 - Liberal Arts Elective 391

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LA 394 - Liberal Arts Elective 394

LA 395 - Liberal Arts Elective 395

LA 396 - Liberal Arts Elective 396

LA 397 - Liberal Arts Elective 397

LA 398 - Liberal Arts Elective 398

LA 399 - Liberal Arts Elective 399

LA 490 - Liberal Arts Elective 490

LA 491 - Liberal Arts Elective 491

LA 492 - Liberal Arts Elective 492

LA 493 - Liberal Arts Elective 493

LA 494 - Liberal Arts Elective 494

LA 495 - Liberal Arts Elective 495

LA 496 - Liberal Arts Elective 496

LA 497 - Liberal Arts Elective 497

LA 498 - Liberal Arts Elective 498

LA 499 - Liberal Arts Elective 499

LA 999 - Liberal Arts Elective

LAW 501 - Civil Procedure

LAW 503 - Contracts

LAW 505 - Criminal Law

LAW 507 - Property

LAW 509 - Torts

LAW 511 - Constitutional Law I

**LAW 512 - Legal Analysis, Writing
and Research Lab**

**LAW 515 - Legal Analysis, Writing
and Research I**

**LAW 516 - Legal Analysis, Writing,
and Research II**

**LEA 001 - What is Leadership and
Why Should I Care**

**LEA 002 - MLK Commemoration
Lecture**

**LEA 003 - Seeking Academic
Success: NoteTakingTech**

**LEA 004 - Writing a Resume That
Gets Noticed!**

**LEA 005 - Hilbert College
Community Film Series**

**LEA 006 - Navigating Gender in
Prof Settings**

**LEA 007 - CGC Book Club
Discussion**

**LEA 008 - Breaking Into the Old
Boys Network**

**LEA 009 - Ace That Test:
Strategies to Prepare for**

**LEA 010 - Schmoozing 101: The Art
of Networking...**

LEA 011 - Conflict Resolution

**LEA 012 - Leadership Styles for
Women**

**LEA 013 - Understanding Culture
and Diversity**

**LEA 014 - Canisius College
Women's Leadership Conf**

**LEA 015 - Answering Tough
Interview Questions**

LEA 016 - Social Networking

LEA 017 - Etiquette Dinner

**LEA 018 - When It's Time To
Change**

**LEA 019 - Locating the Job of your
Dreams!**

LEA 020 - Goal Setting

**LEA 021 - Teamwork and
Democracy**

**LEA 022 - Effective
Communication 101**

**LEA 023 - Charting Your Path to
Success**

**LEA 024 - Who Am I?: The DiSC
Personality Profile**

LEA 025 - Listening Skills

**LEA 026 - 'Be the Change' WNY
Student Leadership**

**LEA 027 - I Thought I Had Time!:
Effectively Manag**

**LEA 028 - Creating a Balanced Life
Experience**

**LEA 029 - Diversity, Equity, and
Social Justice**

**LEA 030 - Dollars and Sense:
Managing Your Organiz**

**LEA 031 - Women's History Month
Speaker**

**LEA 032 - 7 Habits of Highly
Effective People: #1**

LEA 033 - Lessons in Leadership

**LEA 034 - 7 Habits of Highly
Effective People: #2**

**LEA 035 - How To Put Money In
Your Pocket Today**

**LEA 036 - Diversity and the
College Community**

**LEA 037 - 7 Habits of Highly
Effective People: #3**

**LEA 038 - 7 Habits of Highly
Effective People: #4**

LEA 039 - Motivational Speakers Panel

LEA 040 - Self-Esteem

LEA 041 - Round Table Discussion

LEA 042 - Film Viewing and Discussion

LEA 043 - Cultural Awareness Week Keynote Address

LEA 044 - 7 Habits of Highly Effective People: #5

LEA 045 - Navigating Global Citizenship

LEA 046 - Coffee & Conversations (Soph Year)

LEA 047 - 7 Habits of Highly Effective People: #6

LEA 048 - DUI: A Powerful Lesson

LEA 049 - Professionalism Panel

LEA 050 - 7 Habits of Highly Effective People: #7

LEA 051 - Managing Stress

LEA 052 - Personal Courage and Conflict Resolution

LEA 053 - Making Relationships Matter

LEA 054 - Coffee & Conversations (Soph Year II)

LEA 055 - Take a Stand: Act Addr Critical Thinking

LEA 056 - Put it in Writing - Note Taking Techniqu

LEA 057 - Part 1: Civility and Diversity Dialogue

LEA 058 - Hip-Hop Panel

LEA 059 - Poetry Night

LEA 060 - Soph Exp Coffee & Convers - Study Abroad

LEA 061 - Play

LEA 062 - Student Leadership Conference

LEA 063 - Professional Success Program

LEA 064 - Part 2: Civility and Diversity Dialogue

LEA 065 - Soph Exp Coffee & Convers - Professional

LEA 066 - Finding Your Place on Campus

LEA 067 - Making New Friends

LEA 068 - Getting Organized

LEA 069 - Money Matters

LEA 070 - Life's a Circus, What Role Do You Play?

LEA 071 - Diversity Issues in Election Year

LEA 072 - What It Means to be a Feminist in 21st c

LEA 073 - Leadership & Civility: Creating a Divers

LEA 074 - Emotional Intelligence

LEA 075 - Hearts & Hands: Creating Comm in Trouble

LEA 076 - Myers-Briggs Type Indicator

LEA 077 - Finding Your Dream Job

LEA 078 - Increasing Self-Confidence for Women

LEA 079 - Lady Gaga: Are Leaders Born this Way?!

LEA 998 - LEADERSHIP II REVIEW

LEA 999 - Leadership Review

LEAII 001 - Leadership Cert Level II Workshop

LEAII 002 - Buffalo Niagara Riverkeeper

LEAII 003 - Catholic Charities of WNY

LEAII 004 - Compeer

LEAII 005 - Cradle Beach Harvest Festival

LEAII 006 - Food Bank of WNY

LEAII 007 - Friends of Night People

LEAII 008 - Habitat for Humanity of Buffalo

LEAII 009 - Music is Art Festival

LEAII 010 - Nickel City Triathlon

**LEAII 011 - Society of St. Vincent
de Paul**

LEAII 012 - VIVE La Casa

LG 401 - Internship

**LIB 101 - Research Strategies in
the Digital Age**

**LIT 190 - Literature/Art Elective
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**LIT 191 - Literature/Art Elective
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**LIT 192 - Literature/Art Elective
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**LIT 193 - Literature/Art Elective
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**LIT 999 - LITERATURE/ART
ELECTIVE**

LS 101 - Intro To Polit Sci

**LS 199 - Liberal Studies Elective
199**

LS 215 - World Cult And Civil

LS 222 - American Government

LS 224 - State And Local Gove

LS 226 - Comparative Politics

**LS 299 - Liberal Studies Elective
299**

LS 302 - International Relati

LS 333 - Terrorism

LS 340 - Philosophy Of Law

**LS 399 - Liberal Studies Elective
399**

LS 400 - Special Topics: Elec

LS 401 - Internship

LS 410 - Internship

**LS 499 - Liberal Studies Elective
499**

LS 999 - LIBERAL STU ELEC

**LSE 190 - Liberal Studies Elective
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**LSE 191 - Liberal Studies Elective
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**LSE 192 - Liberal Studies Elective
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**LSE 499 - Liberal Studies Elective
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LW 101 - Introduction to Law

LW 102 - Intro Criminal Law

LW 103 - Legal Research

LW 104 - Comp App For Law O

**LW 105 - Estates, Trust and Real
Property**

LW 106 - Domestic Relations

LW 107 - Litigation

LW 108 - Estate Administrat

LW 109 - Corporate Law

LW 110 - Real Prop Law Prac

LW 111 - Commercial Law

**LW 150 - Legal Systems and the
Law**

LW 200 - The Us Constitutio

**LW 201 - Courtroom Alternatives:
Theories of Alte**

LW 202 - Intro To Law And J

LW 203 - Law And Literature

LW 204 - Comp App For Law O

LW 206 - Domestic Relations Law

LW 207 - Civil Litigation

**LW 210 - Real Property Law Office
Practice**

LW 217 - Business Law I

LW 299 - Independent Study

**LW 300 - Internet Research for
the Professions**

LW 302 - Introduction to Criminal Law and Procedure

LW 303 - Advanced Legal Writing

LW 308 - Estate Administration

LW 309 - Business Organizations Law

LW 310 - Administrative Law

LW 311 - Commercial Law

LW 312 - Environmental Law

LW 315 - Labor Law

LW 317 - Business Law II

LW 320 - Intellectual Property Law

LW 330 - Immigration Law

LW 355 - Elder Law

LW 360 - Legal Ethics: Perspectives from Law, Lit

LW 370 - Rights, Liberties and Justice: US Consti

LW 390 - New York State Assem

LW 391 - Consumer Law Regulating Business and Pro

LW 399 - Independent Study

LW 401 - Paralegal Studies Internship

LW 402 - The United States Constitution: Legal an

LW 403 - Legal Studies Capstone Seminar

LW 404 - Law Office Management

LW 406 - Bankruptcy Law

LW 407 - Advanced Civil Litigation

LW 408 - Employment Benefits

LW 410 - Child and Family Law

LW 999 - LAW ELECTIVE

LWE 190 - Law Elective 190

LWE 191 - Law Elective 191

LWE 192 - Law Elective 192

LWE 193 - Law Elective 193

LWE 194 - Law Elective 194

LWE 195 - Law Elective 195

LWE 196 - Law Elective 196

LWE 197 - Law Elective 197

LWE 198 - Law Elective 198

LWE 199 - Law Elective 199

LWE 290 - Law Elective 290

LWE 291 - Law Elective 291

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LWE 299 - Law Elective 299

LWE 390 - Law Elective 390

LWE 391 - Law Elective 391

LWE 392 - Law Elective 392

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LWE 397 - Law Elective 397

LWE 398 - Law Elective 398

LWE 399 - Law Elective 399

LWE 490 - Law Elective 490

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LWE 494 - Law Elective 494

LWE 495 - Law Elective 495

LWE 496 - Law Elective 496

LWE 497 - Law Elective 497

LWE 498 - Law Elective 498

LWE 499 - Law Elective 499

**MA 099 - Preparation for College
Mathematics I**

MA 100 - Preparation for College Mathematics II

MA 101 - Survey of Mathematics

MA 103 - Fundamental of College Mathematics

MA 104 - FUNDAMENTALS OF COLLEGE MATH II

MA 120 - Finite Mathematics

MA 123 - Foundations Of Mat

MA 125 - Intermed Algebra

MA 130 - Princ Of Stat

MA 131 - Princ Of Stats II

MA 135 - Mathematical Applications

MA 140 - College Albegra

MA 145 - College Algebra and Pre-calculus

MA 145L - College Algebra and Pre-calculus Lab

MA 146 - Pre-Calculus

MA 150 - Finite Mathematics

MA 151 - Advanced Algebra

MA 152 - Trigonometry

MA 177 - Fundamental Concepts of Elementary Math

MA 178 - Fundamental Concepts of Elementary Math

MA 180 - Discrete Mathematics

MA 200 - Topics in Statistics

MA 200L - Topics in Statistics Lab

MA 201 - Calc And Anal Geom

MA 202 - Calculus Analytic

MA 203 - Survey Of Calculus

MA 205 - Survey of Calculus

MA 205L - Survey Of Calculus Lab

MA 205R - Survey Of Calculus R

MA 235 - Discrete Mathematics

MA 300 - Applied Statistics with Project

MA 304 - Data Analytics

MA 315 - Forensic Mathematics

MA 335 - Discrete Mathematics

MA 999 - Math Elective

**MACA 601 - Cloud Technology for
Managers**

**MACA 602 - Risk Mgmt for
Cybersecurity**

**MACA 603 - Cybersecurity
Programs & Policies**

**MACA 651 - Cyber Incident
Response**

**MACA 652 - Financial Crimes &
Cybersecurity**

MACA 654 - Capstone Experience

MAE 190 - Math Elective 190

MAE 191 - Math Elective 191

MAE 192 - Math Elective 192

MAE 193 - Math Elective 193

MAE 194 - Math Elective 194

MAE 195 - Math Elective 195

MAE 196 - Math Elective 196

MAE 197 - Math Elective 197

MAE 198 - Math Elective 198

MAE 199 - Math Elective 199

MAE 290 - Math Elective 290

MAE 291 - Math Elective 291

MAE 292 - Math Elective 292

MAE 293 - Math Elective 293

MAE 294 - Math Elective 294

MAE 295 - Math Elective 295

MAE 296 - Math Elective 296

MAE 297 - Math Elective 297

MAE 298 - Math Elective 298

MAE 299 - Math Elective 299

MAE 390 - Math Elective 390

MAE 391 - Math Elective 391

MAE 392 - Math Elective 392

MAE 393 - Math Elective 393

MAE 394 - Math Elective 394

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MAE 493 - Math Elective 493

MAE 494 - Math Elective 494

MAE 495 - Math Elective 495

MAE 496 - Math Elective 495

MAE 497 - Math Elective 497

MAE 498 - Math Elective 498

MAE 499 - Math Elective 499

MBA 601 - Acct Foundations

**MGT 101 - Project Management
Fundamentals**

**MGT 103 - Predictive Project
Planning**

**MGT 104 - Managing Risk &
Uncertainty**

**MGT 106 - Agile Frameworks &
Methodologies**

MGT 203 - Intro To Bank Mgt

MGT 302 - Prin Supervsn And

MGT 310 - Management Skills

MGT 315 - Prod And Opera Man

MGT 320 - Human Resources

**MGT 330 - Managing for
Excellence**

**MGT 331 - Legal Environment of
Business**

**MGT 332 - Corporate Financial
Management**

MGT 333 - Marketing Management

**MGT 335 - Information and
Communication Technology**

MGT 340 - Managerial Economics

**MGT 355 - Supply Chain
Management**

**MGT 391 - Consumer Law
Regulating Business and Pro**

MGT 399 - Independent Study

MGT 400 - International Business

**MGT 401 - Human Resource
Management**

**MGT 402 - Management
Fieldwork/Internship**

**MGT 404 - Management
Internship/Fieldwork**

**MGT 408 - Employee Benefits
Critical Issues in Tod**

MGT 410 - Labor Relations

MGT 415 - Organizational Behavior

MGT 420 - Entrepreneurism

MGT 425 - Management Science

**MGT 430 - Organizational
Behavior and Change Manag**

**MGT 490 - Strategic Management
Capstone**

MGTE 190 - Management Elective

MGTE 191 - Management Elective

MGTE 192 - Management Elective

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MGTE 496 - Management Elective

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MGTE 498 - Management Elective

MGTE 499 - Management Elective

MIS 101 - Intro To Word Proc

MIS 102 - Wind 98/ms Word 2000

**MIS 120 - Microcomputer
Concepts & Applications**

**MIS 205 - Spreadsheet Software:
Microsoft Excel**

**MIS 206 - Database Software:
Microsoft Access**

MIS 210 - Visual Basic Prog.

MIS 250 - Operating Sys & Netw

MIS 290 - Info Tech Management

MIS 299 - Independent Study

MIS 301 - Operating Systems An

**MIS 320 - Introduction to
Management Information S**

MIS 330 - Adv Data Theory & Ap

MIS 345 - Comp & Net Sec

MIS 350 - Comp Crime & Forensi

MIS 999 - MIS ELECTIVE

MISE 190 - MIS Elective 190

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MISE 192 - MIS Elective 192

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MISE 498 - MIS Elective 498

MISE 499 - MIS Elective 499

MKT 300 - Consumer Behavior

MKT 310 - Marketing Management

MKT 320 - Advertising

MKT 335 - Sport/Event Marketing

MKT 410 - International Marketing

MKTE 190 - Marketing Elective

MKTE 191 - Marketing Elective

MKTE 192 - Marketing Elective

MKTE 193 - Marketing Elective

MKTE 194 - Marketing Elective

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MKTE 497 - Marketing Elective

MKTE 498 - Marketing Elective

MKTE 499 - Marketing Elective

MLS 101/MLS 111 - Introduction to Leadership I

MLS 102/112 - Introduction to Leadership II/Lab

MLS 201/MLS 211 - Self & Team Development

MLS 202/212 - Leadership & Teamwork II/Lab

MLS 301/311 - Unit Organization and Tactical Operation

MLS 302/312 - Unit Organization and Tactical Operation

MLS 401/MLS 411 - Advanced Leadership Studies I

MLS 402/412 - Advanced Leadership Studies

MLS 101 - Intro to the Army and Critical Thinking

MLS 102 - Introduction to Leadership II

MLS 111 - Introduction to Leadership Lab

MLS 112 - Introduction to Leadership II Lab

MLS 201 - Self and Team Development

MLS 202 - Leadership & Teamwork

MLS 211 - Self and Team Development Lab

MLS 212 - Leadership & Teamwork Lab

MLS 301 - Adaptive Team Leadership

MLS 302 - Unit Organization & Tactical Operation

MLS 311 - Adaptive Team Leadership Lab

MLS 312 - Unit Organization & Tactical Operation

MLS 401 - Mission Command & the Army Profession

MLS 402 - Mission Command & the Company Grade Offi

MLS 411 - Advanced Leadership Lab

MLS 412 - Advanced Leadership Lab

MLS 480 - US Military History

MOR 190 - MORAL REASONING 190

MOR 191 - MORAL REASONING 191

MOR 192 - MORAL REASONING 192

MOR 193 - MORAL REASONING 193

MOR 194 - MORAL REASONING 194

MOR 195 - MORAL REASONING 195

MOR 196 - MORAL REASONING 196

MOR 197 - MORAL REASONING 197

MOR 198 - MORAL REASONING 198

MOR 199 - MORAL REASONING 199

MOR 290 - MORAL REASONING 290

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**MOR 499 - MORAL REASONING
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MOR 999 - MORAL REASONING

MPA 625 - Introduction to Public Administration

MPA 627 - Human Resources Management

MPA 629 - Function in State & Local Government

MPA 630 - Health Care Administration

MPA 631 - Values and Ethics in Public Policy

MPA 632 - Financial Resource Development

MPA 634 - Court Administration and Processes

MPA 635 - Managerial Epidemiology & Statistics

MPA 636 - Culture of Health Care

MPA 637 - Marketing and Public Relations

MPA 639 - Media and Community Relations

MPA 640 - Research Methods in Public Admin

MPA 642 - Health Care Law and Ethics

MPA 643 - Research Project Independent Study

MPA 643A - Research Project Independent Study

MPA 644 - Capstone Seminar

MPA 645 - Independent Study

MPA 685 - Continuous Enrollment

MPA 688 - Managing Performance International Compa

MSCT 501 - Foundations of Information Security

MSCT 502 - Cybersecurity Technology & Tools

MSCT 503 - Vulnerability Mgmt & Penetration Testing

MSCT 504 - Ethical Hacking: Tech, Tools & Counter

MSCT 601 - The Technology of Cloud Security

MSCT 602 - Cyber Incident Response: Tools & Tech

**MSCT 603 - Defending the Org:
Blue Team Tools & Tec**

**MSCT 651 - Attacking an Org: Red
Team Tools & Tech**

**MSCT 653 - Legal Aspects
Affecting Cyber Tech**

MSCT 654 - Capstone Experience

**MU 101 - History of Western Music
from its Origin**

**MU 102 - History of Western Music
from Romanticis**

MU 103 - Music Appreciation

MU 105 - Rom And 20th Cent

MU 106 - Jazz Blues Rock

MU 107 - Amer Musical Herit

MU 205 - World Musics

MU 250 - Afro-centric Music

**MU 280 - The History of Popular
Music**

MU 281 - History of Rock & Roll

MU 283 - The History of Jazz

**MU 305 - 20th Century Music:
Classical Music in t**

MU 350 - Afro-Centric Music

**MU 380 - Twentieth-Century
Classical Music**

MU 399 - Independent Study

MUE 199 - Music Elective

MUE 298 - Music Elective

MUE 299 - Music Elective

MUE 399 - Music Elective

**NS 190 - Natural Science Elective
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NS 999 - Natural Science Elective

**OD 350 - Introduction to Org.
Development**

OD 360 - Cultural Diversity

**OD 370 - Economic Issues: Local to
Global**

OD 380 - Ethical Decision Making

OD 390 - Budgeting and Finance

**OD 400 - Social Responsibility
and Sustainability**

OD 410 - Management Skills

OD 420 - Human Resources

**OD 430 - Management &
Marketing**

**OD 440 - Capstone: Nature of
Work**

ONE 392 - Honors Elective

OT 105 - Computer Keyboardi

OT 106 - Word Process Non-m

OT 110 - Word Proc For Non

OT 125 - Keyboard And Doc

OT 128 - Legal Medical Docu

OT 130 - Keyboard And Docum

OT 135 - Legal Terminology

OT 137 - Medical Terminolog

OT 140 - Adv Key And Mach T

OT 190 - Notetaking I

OT 200 - Notetaking II

OT 240 - Office Procedures

OT 245 - Legal Medical Docu

OT 260 - Word Processing

OT 265 - Adv Word Proc Spre

OT 270 - Office Tech Practi

Official Credit - Official Credits

PE 102 A - Beginning Tennis II

PE 105 A - Aerobic Dance II

PE 101 - Physical Training

**PE 102 - Introduction to Self
Defense**

PE 103 - Volleyball

PE 104 - Intermediate Tenni

PE 105 - Aerobic Dance

PE 107 - Weightlifting

PE 108 - Basketball Fundame

PE 109 - Badminton

PE 110 - Dancercize

PE 112 - Fund Softball

PE 115 - Soccer

PE 120 - Softball

PE 121 - Personal Fitness I

PE 122 - Personal Fitness II

PE 123 - Personal Fitness III

**PE 125 - Personal Fitness and
Wellness**

**PE 202 - Introduction to Isshin
Ryu Karate**

PE 203 - Intermediate Isshin Ryu Karate

PE 205 - Hung Gar Kung Fu

PE 206 - Hung Gar Kung Fu II

PE 250 - Introduction to Boxing

PE 260 - Yoga and Stress Management

PH 101 - Introduction To Philosophy

PH 102 - The Meaning of Life in the Age of AI

PH 110 - Understanding the Fundamentals of AI

PH 140 - Prim Oriental Rel

PH 141 - Western Religious Thought

PH 200 - Environmental Ethics

PH 202 - Introduction to Ethics I

PH 203 - Intro To Crit Thin

PH 205 - Business Ethics

PH 206 - Philosophy of Religion

PH 207 - Bioethics

PH 208 - Street Logic

PH 210 - Phil Of Love Mar

PH 218 - Introduction to Ethics II

PH 219 - AI Ethics

PH 240 - Early and Asian Religious Thought

PH 300 - Existentialism

PH 301 - The Making of the Modern Mind

PH 302 - Making of the Modern Mind

PH 303 - Introduction to Critical Thinking

PH 305 - The Making of the Modern Mind I

PH 306 - Making Of Modern M

PH 310 - The Politics of Utopia

PH 315 - Med Thought Ideas

PH 320 - Thoughts Ideas Ren

PH 321 - The Enlightenment

PH 325 - Philosophies of Love and Marriage

PH 330 - Conflict and Cooperation

PH 336 - Justice

PH 340 - Philosophy Of Law

PH 370 - AI and Virtual Realities

PH 380 - AI, Consciousness & Quantum Mechanics

PH 397 - Enviromental Ethics

PH 398 - Advanced Enviromental Ethics

PH 399 - Business Ethics

PH 402 - Iss In Phil Of Mind

PH 405 - Philosophy and the Arts

PH 410 - Indep Study Ethics

PH 490 - AI Studies Capstone Seminar

PHE 190 - Philosophy Elective

PHE 191 - Philosophy Elective

PHE 192 - Philosophy Elective

PHE 193 - Philosophy Elective

PHE 194 - Philosophy Elective

PHE 195 - Philosophy Elective

PHE 196 - Philosophy Elective

PHE 197 - Philosophy Elective

PHE 198 - Philosophy Elective

PHE 199 - Philosophy Elective

PHE 290 - Philosophy Elective

PHE 291 - Philosophy Elective

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PHE 399 - Philosophy Election

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PHGE 190 - Pol Sci/Hist/Geo

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PHGE 196 - Pol Sci/Hist/Geo

PHGE 197 - Pol Sci/Hist/Geo

PHGE 198 - Pol Sci/Hist/Geo

PHGE 199 - PS/HS/GEO ELECTIVE

PHGE 290 - Pol Sci/Hist/Geo

PHGE 291 - Pol Sci/Hist/Geo

PHGE 292 - Pol Sci/Hist/Geo

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PHI 220 - Dev Jewish Rel Tho

PHI 300 - Intermarriage Conv

PHI 301 - Holocaust And Afte

PHI 330 - 20th Century Jew T

PHI 340 - Bible And Jewish T

PHY 101 - General Physics

PHY 102 - General Physics II

PHY 210 - College Physics I

PHY 211 - College Physics II

PHY 211L - College Phy II Lab

PHY 299 - College Physics La

PS 101 - Introduction to Political Science

PS 102 - American Government

PS 126 - Comparative Politics

PS 128 - International Relations

PS 199 - Independent Study

PS 200 - The Politics of Climate Change

PS 205 - Confronting the Holocaust

PS 208 - American Foreign Policy

PS 210 - Political Thought and History in Modern

PS 212 - Civil Liberties

PS 216 - Corporate and Government Policy Making

PS 220 - Police States

PS 224 - State and Local Government

PS 225 - Regionalism and Community

PS 226 - Comparative Politics

PS 228 - International Relations

PS 234 - Mass Media and American Society

PS 252 - Human Rights and Global Politics

PS 270 - American Political Thought

PS 280 - Political Movements

PS 288 - World History and Geography I

PS 289 - World History and Geography II

PS 292 - Introduction to Geographic Information S

PS 300 - The Politics of Technology

PS 302 - American Government

PS 310 - The Politics of Utopia

PS 312 - Civil Liberties

PS 316 - Corporate and Government Policy Making

PS 325 - AI Policy, Governance & Regulation

PS 330 - Conflict and Cooperation

PS 333 - Terrorism

PS 334 - Mass Media and American Society II

PS 335 - Genocide

PS 336 - Justice

PS 337 - Gender Politics

PS 338 - Comparative Politics

PS 340 - Philosophy of Law

PS 345 - Weapons and War

PS 350 - International Relati

PS 352 - American Democracy: Its defenders and cr

PS 359 - World His/Geo II

PS 360 - Global Communities in the 21st Century

PS 365 - Politics and Movies

PS 367 - Political Trials

PS 369 - Islam, Family Law and Culture

PS 370 - Globalization and International Economic

PS 379 - Comparative Perspectives on American and

PS 380 - American Political T

PS 385 - Liberty & Community

PS 387 - Confronting the Holocaust

PS 389 - Introduction to Middle Eastern Culture

PS 397 - Independent Study

PS 398 - Human Rights and Global Politics

PS 399 - Political Movements

PS 400 - Special Topics-Political Novels

PS 401 - Internship

PS 402 - Junior Symposium

PS 403 - Symp: Curr Events II

PS 408 - Spec Top: How To Run

PS 499 - Internship

PS 999 - POLITICAL SCI ELE

**PSE 190 - Political Science
Elective 190**

**PSE 191 - Political Science
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**PSY 101 - Introduction to
Psychology**

PSY 102 - Topics in Psychology

PSY 103 - Psychology Of Stre

PSY 200 - Psych Human Sexual

PSY 201 - Psychology of Child Development

PSY 202 - Psychology of Adult Development & Aging

PSY 203 - Adolescence

PSY 204 - Abnormal Psycholog

PSY 205 - Interpersonal Communication and Effectiv

PSY 206 - Culture of Gender

PSY 208 - Organ Psychology

PSY 210 - Social Psychology

PSY 211 - Theories of Personality

PSY 214 - Psy Of Adj To Life

PSY 215 - Social Issues in Addictions

PSY 240 - Biopsychology: The Biological Basis of H

PSY 297 - Research Design and Analysis I

PSY 298 - Research Design and Analysis II

PSY 304 - Abnormal Psychology

PSY 305 - Research Methods in Social Sciences

PSY 306 - Adv Gender Studies

PSY 307 - Psychology of Group Dynamics

PSY 310 - Social Psychology

PSY 312 - Cognitive Psychology

PSY 313 - Sports Psychology

PSY 314 - Personality Psychology

PSY 316 - Family Violence

PSY 317 - Family Violence Treatment and Prevention

PSY 318 - Psychology Of Childr

PSY 320 - Loss Grief and Dying

PSY 322 - Learning Psychology

PSY 330 - Violent Children: Prevention/Treatment

PSY 332 - Marriage and the Family

PSY 333 - Psychology of Religion

PSY 342 - Sensation and Perception

PSY 351 - Psychology of Well-Being

PSY 381 - Evolutionary Psychology

PSY 397 - Junior Seminar

PSY 398 - Independent Study

PSY 399 - Psy Adj To Life Tran

PSY 406 - Cross-cultural Study of Psychology

PSY 407 - Childhood Psychopathology: Assessment an

PSY 408 - Organizational Psychology

PSY 410 - Forensic Psychology

PSY 412 - Psychological Tests and Measurement

PSY 415 - Psychology of Extraordinary Events

PSY 416 - Advanced Issues in Family Violence

PSY 424 - Clinical Psychology: Theory and Practice

PSY 430 - History of Psychology

PSY 496 - Senior Project

PSY 497 - Senior Honors Project

PSY 498 - Senior Honors Project

PSY 499 - Ind St In Psy

PSY 999 - Psy elective

PSYE 190 - Psychology Elective 190

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PY 140 - College Physics I

PY 140L - College Physics I Lab

PY 141 - College Physics II

PY 141L - College Physics II Lab

**RH 101 - Introduction to
Rehabilitation Services**

**RH 201 - Medical and
Psychological Aspects of Dis**

RH 202 - Psych. Of Disability

**RH 203 - Introduction to
Counseling**

RH 204 - Basic Interviewing Skills

RH 205 - Bas Interv/couns Sk

RH 210 - Human Services Methods

RH 299 - Independent Study

**RH 300 - Internet Research for
the Professions**

RH 301 - Asses In Rehabilitat

RH 303 - Vocational Services

RH 304 - Basic Interviewing

RH 305 - Independent Living

RH 307 - Disability and Society

RH 310 - Human Service Ethics

RH 320 - Intern In Rehabilita

RH 330 - Sen Field Pract li

RH 360 - Internship I

RH 399 - Independent Study

RH 400 - Senior Seminar

RH 430 - Senior Seminar

RH 460 - Senior Internship I

RH 461 - Senior Internship II

RH 499 - Ind St: Sen Sem

RM 330 - Principles of Risk and Insurance Mgmt.

RM 331 - Legal Environment in Insurance Industry

RM 335 - Property & Casualty Industry Environment

RM 400 - Commercial and Corporate Risk Management

RM 401 - Legal Environment in Insurance Industry

RM 404 - Risk Management Internship

RM 410 - Life and Disability Insurance

RM 411 - Health Insurance Management

RM 421 - Risk and Business Continuity

RM 490 - Corporate Strategy and Risk Management

RS 101 - Introduction to Religion

RS 102 - Exploring World Religions

RS 141 - Western Religious Thought

RS 152 - Morality Today

RS 200 - Jesus in Early Christianity

RS 202 - Religion and Social Justice

RS 203 - Epochalypse, Now: Excavating the Anthrop

RS 204 - Modern Judaism

RS 205 - Confronting the Holocaust

RS 206 - Franciscanism

RS 210 - Towards Theology P

RS 216 - Srch God Contem. L

RS 218 - Moral Issues in Contemporary Society

RS 298 - Special Topics in Religion

RS 299 - Special Topics in Religion

RS 300 - American Religious History

RS 304 - Christianity:The First One-Thousand Yea

RS 316 - Christian Centered Leadership

RS 399 - Internship

RS 499 - Independent Study

RS 999 - RELIGIOUS STUDIES

RSE 190 - Religious Studies 190

RSE 191 - Religious Studies 191

RSE 192 - Religious Studies 192

RSE 193 - Religious Studies 193

RSE 194 - Religious Studies 194

RSE 195 - Religious Studies 195

RSE 196 - Religious Studies 196

RSE 197 - Religious Studies 197

RSE 198 - Religious Studies 198

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RSE 496 - Religious Studies 496

RSE 497 - Religious Studies 497

RSE 498 - Religious Studies 498

RSE 499 - Religious Studies 499

RT 299 - Independent Study

S 0 - Cultural Diversity

S25 BULK REG - Bulk Registration

**SBM 331 - Legal Issues in Small
Business Managemen**

**SBM 332 - Small Business
Financial Management**

**SBM 333 - Integrated Marketing
for Small Businesse**

**SBM 334 - Small Business
Operations Management**

**SBM 335 - Small Business
Operations Management**

**SBM 341 - Legal Issues in Small
Business Managemen**

**SBM 343 - Integrated Marketing
for Small Businesse**

**SBM 398 - Small Business
Financial Management**

**SBM 401 - Human Resource
Management**

**SBM 402 - Small Business
Management Internship**

**SBM 404 - Small Business Mgt
Internship/Fieldwork**

**SBM 430 - Global
Entrepreneurship**

**SBM 490 - Small Business
Strategic Management**

SCI 190 - Science Elective 190

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SCI 196 - Science Elective 196

SCI 197 - Science Elective 197

SCI 198 - Science Elective 198

SCI 199 - Science Elective 199

SCI 290 - Science Elective 290

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SCI 390 - Science Elective 390

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SCI 490 - Science Elective 490

SCI 491 - Science Elective 491

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SCI 493 - Science Elective 493

SCI 494 - Science Elective 494

SCI 495 - Science Elective 495

SCI 496 - Science Elective 496

SCI 497 - Science Elective 497

SCI 498 - Science Elective 498

SCI 499 - Science Elective 499

SCI 999 - SCIENCE MOD

SEC 121 - Shorthand Theory I

SEC 122 - Shorthand Theory I

SEC 125 - College Typewritin

SEC 126 - Typewriting Tech I

SEC 127 - Typewriting Tech I

SEC 128 - Typewriting Tech I

SEC 131 - Machine Transcript

SEC 221 - Advanced Shorthand

SEC 231 - Office Procedures

SEC 232 - Executive Word Pro

SED 641 - Opt Classroom Man

SED 642 - Diagram Assesment

SED 643 - Sp Ed Theo And Metho

SED 644 - Ed Severe/disabiliti

SED 656 - Major Themes In Educ

SIM 329 - Venue Management

**SIM 331 - Legal Environment in
Sports Industry**

SIM 338 - Sports Economics

**SIM 343 - Marketing Strategies in
Sports Industry**

**SIM 348 - Financial Management
in Sports Industry**

SIM 371 - Field Experience

SIM 398 - Sales and Retail Management

SIM 399 - SIM Elective

SIM 400 - Sports Industry Management Internship/Fi

SIM 401 - Sports Communication

SIM 402 - Sports Psychology

SIM 403 - Technology in Sports

SIM 404 - Sports Industry Mgt Internship/Fieldwork

SIM 410 - Sports Events Operations Management

SIM 490 - Management Strategies in Sports Industry

SIME 299 - SIM Elective

SIME 398 - SIM Elective

SIME 399 - SIM Elective

SIME 499 - SIM Elective

SO 101 - Introduction to Sociology

SO 102 - Social Inquiry & Activism

SO 103 - Intro To Helping P

SO 104 - Social Inequality

SO 199 - Sociology

SO 201 - Social Problems

SO 205 - Interper Comm Effe

SO 210 - Prin Social Welfar

SO 211 - Soc Serv Delivery

SO 215 - Soc Of Addictions

SO 220 - Interpersonal Rela

SO 230 - Hip-Hop in America & Beyond

SO 245 - Confront The Holoc

SO 246 - Modern Judaism

SO 250 - Marriage and the Family

SO 251 - Family Interaction

SO 260 - Field Experience S

SO 301 - Cultural Anthropology

SO 302 - Marriage And The Fam

SO 305 - Research Meth In S

**SO 306 - Cultural Diversity: Ethnic
and Racial Re**

SO 309 - Human Economics

SO 320 - Loss, Grief and Dying

SO 332 - Marriage and the Family

**SO 336 - Sociology of
Management**

SO 499 - Soc Interp Of Femi

SO 999 - Social Science Elective

**SOE 190 - Social Science Elective
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**SOE 499 - Social Science Elective
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SOHS 103 - Intro To Help Proc

SOHS 210 - Prin Social Welfar

SP 101 - Introduction to Spanish I

**SP 102 - Introduction to Spanish
II**

SP 103 - Transitional Spanish

SP 104 - Interm Spanish II

SP 199 - Community Spanish

SP 201 - Intermediate Spanish I

SP 202 - Intermediate Spanish II

**SP 204 - Jewels of Hispanic
Literature**

**SP 205 - Spanish for Law
Enforcement Officials**

**SP 300 - Spanish for Law
Enforcement Officials**

**SP 301 - Conversation and
Composition**

**SP 391 - Iberian Melting Pot: A
Cultural History**

SPE 190 - Spanish Elective

SPE 191 - Spanish Elective

SPE 192 - Spanish Elective

SPE 193 - Spanish Elective

SPE 194 - Spanish Elective

SPE 195 - Spanish Elective

SPE 196 - Spanish Elective

SPE 197 - Spanish Elective

SPE 198 - Spanish Elective

SPE 199 - Spanish Elective

SPE 290 - Spanish Elective

SPE 291 - Spanish Elective

SPE 292 - Spanish Elective

SPE 293 - Spanish Elective

SPE 294 - Spanish Elective

SPE 295 - Spanish Elective

SPE 296 - Spanish Elective

SPE 297 - Spanish Elective

SPE 298 - Spanish Elective

SPE 299 - Spanish Elective

SPE 341 - Inclusive Strategies

SPE 390 - Spanish Elective

SPE 391 - Spanish Elective

SPE 392 - Spanish Elective

SPE 393 - Spanish Elective

SPE 394 - Spanish Elective

SPE 395 - Spanish Elective

SPE 396 - Spanish Elective

SPE 397 - Spanish Elective

SPE 398 - Spanish Elective

SPE 399 - Spanish Elective

SPE 490 - Spanish Elective

SPE 491 - Spanish Elective

SPE 492 - Spanish Elective

SPE 494 - Spanish Elective

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SPE 496 - Spanish Elective

SPE 497 - Spanish Elective

SPE 498 - Spanish Elective

SPE 499 - Spanish Elective

**SPE 631 - Reading & Writing
Process Learn Disorder**

**SPE 640 - LBD Etiology &
Research Based Intervent**

**SPEC 199 - Sociology Psychology
Economics Elective**

SPN 201 - Intermediate Spanish

SPN 202 - Intermediate Spanish

**SPN 205 - Spanish-American
Civilization**

SPN 206 - Spanish Conversation

SSE 199 - Social Science Elective

TH 101 - Introduction to Theater

TH 201 - Acting I

TH 220 - Play Production

**TH 301 - The Theatrical
Revolution: Perspectives**

TH 318 - The History of Theater

TH 319 - Theory/meth Play Pro

TH 320 - Play Production

**TH 321 - Theory and Method of
Play Production II**

TH 367 - Contemporary Theater

TH 389 - Internship

TH 399 - Indep Study/theater

TH 499 - Independent Study

THE 190 - Theater Elective

THE 191 - Theater Elective

THE 192 - Theater Elective

THE 193 - Theater Elective

THE 194 - Theater Elective

THE 195 - Theater Elective

THE 196 - Theater Elective

THE 197 - Theater Elective

THE 198 - Theater Elective

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THE 493 - Theater Elective

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THE 496 - Theater Elective

THE 497 - Theater Elective

THE 498 - Theater Elective

THE 499 - Theater Elective

TR 101 - Intro To Transport

TR 203 - Transport Carrier

TR 204 - Freight Claims

TR 205 - Transport Law And

TR 207 - Physical Distrib M

TR 208 - Hazardous Material

TR 209 - International Traf

WIP 105 - Microcomputer Keyb

WIP 200 - Wip For Non Majors

WIP 201 - Word Processing I

WIP 202 - Word Processing II

WIP 299 - Word Info Processi