Principles of Good Practice

Are you eligible to participate? Please review our Eligibility Requirements to make sure and sign and date to acknowledge your understanding of the requirements and expectations.

- All participants are expected to abide by the following Principles of Good Practice. These principles are updated annually, so please review them before each admissions cycle.

- Members should create a positive and mutually respectful atmosphere when interacting with all prospective students and families.

- Interviewers will strive to establish a comfortable and conversational tone, using appropriate language and asking pertinent questions.

- Members should be encouraging and resourceful, but must not convey any impression or expectation about the applicant's probability of admission.

- Students should be directed to contact the Office of Undergraduate Admissions with any questions regarding their application status.

- Members should be honest and forthright in sharing their own Canisius College experience, but should also remember that there is not only one Canisius College experience.

- Much of what makes Canisius College so special is the myriad backgrounds and perspectives that students individually bring to the campus community, and, as such, the myriad experiences that undergraduates can have.

- Members will not conduct in-home interviews.

- Interactions with prospective students will occur at locations that are mutually agreed upon, and which present no difficulty or disadvantage to either the student or the interviewer. Meeting locations should demonstrate respect for the commitments and culture of both the student and the interviewer.

- Interview appointments should be made with as much advance notice as possible, and never with less than 24 hours’ notice.

- Scheduling and logistical arrangements for the interview should show respect for both the applicant's and the interviewer's obligations to school, work, and family, and the interview should take place at a time mutually agreed upon by both parties.

- Members will not communicate with applicants except to arrange and conduct the interview, and to address specific follow-up questions raised by the applicant.
• Members may contact students who have been admitted to Canisius College only after receiving communication from the Undergraduate Admissions Office or the Office of Alumni Engagement.

• Members will not meet applicants socially, or establish connections with applicants on social media sites (e.g. Facebook, LinkedIn, Instagram.).

• All members with children applying to college are required to sit out for that application cycle and must inform the Office of Alumni Engagement of this fact.

• Members with an active, current relationship with a particular high school may not interview applicants from that high school (e.g., parents with a junior or senior attending, employees, and/or members of boards or steering committees). Contact Undergraduate Admissions or Alumni Engagement for clarification or questions.

• Members may not interview applicants they know personally, or when a social/professional relationship exists between the interviewer and the applicant’s family.

• Members shall avoid questions, comments, and discussions that lead to direct comparison or competition with another undergraduate institution or secondary school.

• Members should not ask an applicant about other schools to which they have applied, although they may record this information in their report if a student volunteers it. If another institution is mentioned in conversation, members shall show the utmost respect for that institution.

• Members will notify the Undergraduate Admissions Office or the Office of Alumni Engagement if they commit or witness any breach of the above expectations. Any member found in violation of our Eligibility Requirements or Principles of Good Practice is subject to deactivation from the Interview Program.

I ________________________ have read the above principles of good practice and agree to abide by them to the best of my ability.

______________________________                                      ____________
Signature                                  Date
Canisius College Confidentiality / Non-Disclosure Statement – Applicant Data

I understand that in my role at or for Canisius College, I may be provided with access to personal, proprietary, and/or otherwise confidential data. This can include information about Canisius applicants and prospective applicants and other valued constituents.

I will maintain in strictest confidence the data to which I have access. I will not share any personal or otherwise confidential data with others who are not authorized to access such data. I will not share my password to any information to which I have access.

I will only access personal or otherwise confidential data from secure devices or other password-protected and secure devices.

I will use my access to confidential data only to advance Canisius’ mission and as sanctioned by Canisius. I understand that the use of confidential data for personal purposes is prohibited.

I have read and agree to abide by the statements above.

Name ________________________________

Signature ________________________________

Date ________________________________