Canisius College Policy Manual

ABOUT

The Canisius College Policy Manual is the official source for all of the college’s policies. Please log-in with your credentials to view the complete set of volumes.

The volumes herein contain policies that govern the activities of all members of the college community, including its trustees, executive officers, administrators, faculty, staff, student employees, students, and others who act on behalf of the college. Policies are derived from federal, state, and local laws and regulations, Middle States Commission on Higher Education accreditation standards, college guidelines and procedures, industry best practices, and generally accepted principles of ethical and professional conduct. Accordingly, the Board of Trustees of the Canisius College of Buffalo, New York formally adopted and promulgated the following volumes of the Policy Manual on May 8, 2017:

- Volume I: Governance and Administration
- Volume II: Community Policies
- Volume III: Institution-Wide Employment Policies
- Volume V: Academic Policies
- Volume VI: Student Life Policies
- Volume VII: Business and Financial Affairs Policies
- Volume VIII: Sex and Gender-Based Misconduct Policy
- Volume IX: Environmental Health & Safety Policies

(Please note that Volume IV, the Faculty Handbook, is currently under review by the Faculty Senate.)

Development of the Canisius College Policy Manual began in Spring 2016 to organize and update the college’s policies and to introduce new policies to comply with various requirements and standards. This site for the Canisius College Policy Manual serves as the official inventory for institution-wide policies. Please note that some policies are restricted to authorized campus users and that department-specific policies are not included here. Any office that develops policy-related publications will “pull from” or “link to” the applicable board-approved policy to ensure consistency. Policies can also be exported into MS Word or as a PDF and printed from this site by clicking the ellipsis icon in the upper right-hand corner of the web page.

Policies undergo a regular cycle of review by the responsible college officer and any new policy development or policy amendment is subject to the standards and procedures set forth in Policy 1.8, Policy Development, Amendment, and Approval. The Associate Vice President for Human Resources & Compliance is responsible for maintaining the Policy Manual and general oversight of the college’s compliance with all regulatory, legal, or contractual obligations.

Questions About Policies:

**NOTE:** You must log-in with your Canisius username and password to view the complete set of volumes.

**MASTER TABLE OF CONTENTS**

**Volume I**

**1.1 General Information.**
- 1.1.1 Our Mission
- 1.1.2 At the Core of Our Mission
- 1.1.3 Our Values
- 1.1.4 Our Vision
- 1.1.5 Our Promise
- 1.1.6 Our Goals and Objectives
- 1.1.7 Statement of Shared Purpose
- 1.1.8 Canisius College Accreditations

**1.2 Charter and Bylaws of the Canisius College of Buffalo, New York.**
- 1.2.1 Charter of the Canisius College of Buffalo, New York
- 1.2.2 Bylaws of the Board of Trustees of the Canisius College of Buffalo, New York

**1.3 Board of Trustees Policies.**
- 1.3.1 Board of Trustees Roles and Responsibilities
- 1.3.2 Delegations of Authority
- 1.3.3 Executive Compensation
- 1.3.4 Honorary Degrees
- 1.3.5 Pooled Endowment Fund Statement of Investment Policy and Objectives
- 1.3.6 Presidential Selection and Evaluation
- 1.3.7 Trustee Effectiveness Evaluation

**1.4 Canisius College Organizational Structure.**
- 1.4.1 Senior Leadership Team
- 1.4.2 Administrative Units of Canisius College
  - 1.4.2.1 Academic Affairs
  - 1.4.2.2 Business and Finance
  - 1.4.2.3 Enrollment Management
  - 1.4.2.4 Institutional Advancement
  - 1.4.2.5 Student Affairs
- 1.4.3 Canisius College Organizational Charts

**1.5 Governance of Canisius College.**
- 1.5.1 Decision-Making and Shared Governance at Canisius College
- 1.5.2 Constitution of the Faculty Senate at Canisius College
- 1.5.3 Constitution and Bylaws of the Canisius College Undergraduate Student Association
  - 1.5.3.1 Constitution of the Canisius College Undergraduate Student Association
- 1.5.3.2 Bylaws of the Council of Representatives

**1.6 College-wide Standing Councils and Committees.**
- 1.6.1 Policy on College Standing Councils and Committees

**1.7 Board of Regents and Alumni Association.**
- 1.7.1 Board of Regents Bylaws
- 1.7.2 Alumni Association Bylaws

**1.8 Policy Development, Amendment, and Approval**
If you have any questions about Canisius' policies, including where to locate a policy or whether a policy applies to a particular situation, please contact the Responsible Officer listed on the policy or contact the Associate Vice President for Human Resources & Compliance or the Associate Vice President, Assistant to the President.

1.9 Substantive Change Reporting.

Appendix 1: Director Questionnaire - Independence.

Appendix 2: Conflict of Interest Questionnaire.

Appendix 3: Hiring of Partners, Principals, Stockholders & Other Auditor Employees

Appendix 4: Canisius College Board of Regents Bylaws.

Volume II
Community Policies

2.1 General Institutional Policies.
   - 2.1.1 Anti-Discrimination and Harassment Policy
   - 2.1.2 Constitution Day Policy
   - 2.1.3 Copyright and Intellectual Property Policy
   - 2.1.4 Freedom of Expression Policy
   - 2.1.5 Gambling Policy
   - 2.1.6 Guest Speakers and Performers Policy
   - 2.1.7 Institutional Data Requests Policy
   - 2.1.8 Political Activities and Speakers Policy
   - 2.1.9 Standards of Ethical Conduct
   - 2.1.10 Student Records (FERPA) Policy
   - 2.1.11 Surveys Policy
   - 2.1.12 Voter Registration Policy
   - 2.1.13 Volunteers Policy
   - 2.1.14 Whistleblower Policy

2.2 Health and Environmental Safety Policies.
   - 2.2.1 Alcohol and Drug Prevention Program Policy
   - 2.2.2 Environmental Health and Safety Program
   - 2.2.3 Service Animal Policy
   - 2.2.4 Smoking and Tobacco Use Policy
   - 2.2.5 Student Health Center Incident Reporting Policy

2.3 Campus Security Policies.
   - 2.3.1 Access to Campus Facilities Policy
   - 2.3.2 Canisius College Identification Card Policy
   - 2.3.3 Campus Law Enforcement Policy
   - 2.3.4 Campus Security and Fire Safety Report Policy
   - 2.3.5 Child Abuse and Maltreatment Policy
   - 2.3.6 Disclosure to Victims of Alleged Crimes Policy
   - 2.3.7 Emergency Notification and Response Policy
   - 2.3.8 Fire Safety Policy
   - 2.3.9 Mandatory Crime Reporters Policy
   - 2.3.10 Missing Students Policy
   - 2.3.11 Registered Sex Offenders Policy
   - 2.3.12 Security Awareness and Crime Prevention Programs
   - 2.3.13 Security Cameras Policy
   - 2.3.14 Students of Concern Policy
   - 2.3.15 Timely Warnings Policy
   - 2.3.16 Weapons and Other Dangerous Instruments Policy

2.4 Information Technology Policies.
   - 2.4.1 Acceptable Use of College Computer and Network Systems Policy
   - 2.4.2 Enterprise Resource Planning (ERP) Access Policy
   - 2.4.3 Cloud Computing Policy
   - 2.4.4 Computer Asset Disposal Policy
   - 2.4.5 Computer Asset Replacement Policy
   - 2.4.6 Electronic Accessibility Policy
   - 2.4.7 Email Retention Policy
   - 2.4.8 Information Security Program
   - 2.4.9 Information Technology Change Control Policy
   - 2.4.10 Mass Email Policy
   - 2.4.11 Mobile Device Use and Support Policy
   - 2.4.12 Password Policy
   - 2.4.13 Peer-to-Peer File Sharing Policy
   - 2.4.14 Remote Access Policy
2.4.15 Supported Computer, Equipment, and Software Policy
2.4.16 Wireless Access Points Policy

2.5 Campus Operations and Facilities Management Policies.
• 2.5.1 Activities and Programs with Minor Children Participants Policy
• 2.5.2 Bicycles, Hoverboards, Skateboards, and In-Line Skates/Blades Policy
• 2.5.3 Children in the Classroom and Workplace Policy
• 2.5.4 College Space Policy
• 2.5.5 Credit Card Marketing Policy
• 2.5.6 Demonstrations on Campus Policy
• 2.5.7 Event Alcohol Policy
• 2.5.8 Event Management Policy for External Clients
• 2.5.9 Event Management Policy for Internal Users
• 2.5.10 Event Cancellations Due to Severe Weather Policy
• 2.5.11 Facilities Maintenance and Repairs Policy
• 2.5.12 Key Policy
• 2.5.13 Montante Cultural Center Usage Policy
• 2.5.14 Parking Policy
• 2.5.15 Pets Policy
• 2.5.16 Posting Policy for Flyers, Signs, Banners, and Table Tents
• 2.5.17 Reasonable Accommodations at Campus Events Policy
• 2.5.18 Recycling Policy
• 2.5.19 Solicitations Policy
• 2.5.20 Use of Portable Space Heaters Policy
• 2.5.21 Use of College Owned or Leased Vans and Motor Vehicles Policy
• 2.5.22 Use of Unmanned Aircraft Systems (Drones) Policy

2.6 Marketing and College Communications Policies.
• 2.6.1 College Advertising and Marketing Policy
• 2.6.2 College Web Presence Policy
• 2.6.3 Contact with Government Agencies Policy
• 2.6.4 Media Relations Policy
• 2.6.5 Photography, Digital Recording, and Filming Policy
• 2.6.6 Social Media Policy
• 2.6.7 Use of the College Name, Seal, and Logos Policy

2.7 Institutional Advancement Policies.
• 2.7.1 Classification as a Gift or Grant Policy
• 2.7.2 Fundraising and Gift Acceptance Policy
• 2.7.3 Alumni Solicitations Policy

Appendix 1: Standards of Ethical Conduct – Federal Law Overview.

Appendix 2: Standards of Ethical Conduct – Code of Conduct for Financial Professionals.

Appendix 3: Volunteer Forms.

Volume III

Employment Policies

3.1 Employee Status Policies.
• 3.1.1 Employee Classification and Status Policy
• 3.1.2 Job Description Policy

3.2 Employee Recruitment Policies.
• 3.2.1 Hiring for Mission Policy
• 3.2.2 Hiring Policy
• 3.2.3 Background, Reference, and Verification Screens Policy
• 3.2.4 Employment of Relatives Policy
• 3.2.5 Re-employment Policy
• 3.2.6 Search Committee Policy

3.3 Workplace Policies.
3.3.1 Absence and Tardiness (Staff) Policy
3.3.2 Anti-Bribery Policy
3.3.3 College Closing and Class Cancellation Policy
3.3.4 Confidential Information Policy
3.3.5 Conflict of Interest Policy
3.3.6 Consensual Relations Policy
3.3.7 Required Reporting of Criminal Convictions & Arrests During Employment Policy
3.3.8 Discipline (Staff) Policy
3.3.9 Employee Accessibility (ADAA) Policy
3.3.10 Health Insurance Portability and Accountability Act Policy
3.3.11 Intellectual Property Rights and Ownership Policy
3.3.12 Introductory Period (Staff) Policy
3.3.13 Outside Activities (Staff) Policy
3.3.14 Self-Assessment and Performance Appraisal (Staff) Policy
3.3.15 Problem Resolution (Staff) Policy
3.3.16 Personnel Records Policy
3.3.17 Professional Development Leave (Staff) Policy
3.3.18 Promotion and Transfer (Staff) Policy
3.3.19 Record Retention and Disposal Policy
3.3.20 Separation from Employment (Staff) Policy
3.3.21 Service Awards Policy
3.3.22 Use of College Assets Policy
3.3.23 Workplace Accidents and Safety Policy
3.3.24 Workplace Attire and Personal Appearance Policy

3.4 Absences and Leaves Policies.
3.4.1 Family Care Days Policy
3.4.2 Family and Medical Leave (FMLA) Policy
3.4.3 Bereavement Leave Policy
3.4.4 Holiday Policy
3.4.5 Jury Duty Policy
3.4.6 Medical Leave of Absence Without Pay (Staff) Policy
3.4.7 Military Leave Policy
3.4.8 Part-time Paid Days Policy
3.4.9 Personal Leave Days (Staff) Policy
3.4.10 Personal Leave of Absence (Staff) Policy
3.4.11 Service Learning Days (Staff) Policy
3.4.12 Sick Leave (Staff) Policy
3.4.13 Vacation (Staff) Policy

3.5 Benefit Policies.
3.5.1 Adoption Benefit Policy
3.5.2 Benefits Required by State and Federal Law Policy
3.5.3 Educational Benefits Policy
3.5.4 Employee Assistance Program Policy
3.5.5 Employer Assisted Housing Program Policy
3.5.6 Flexible Spending Account Policy
3.5.7 Moving Expenses Policy
3.5.8 Insurance Benefits Policy
3.5.9 403(b) Defined Contribution and Annuity Plan
3.5.10 Use of College Facilities and College Services Benefits Policy

3.6 Compensation Policies.
3.6.1 Direct Deposit Policy
3.6.2 Fiscal and Vacation Year Policy
3.6.3 Hours of Work Policy
3.6.4 Overtime Policy
3.6.5 Payment of Services Policy
3.6.6 Salary and Wage Deduction Policy

3.7 Librarian Handbook.

Volume V

Academic Policies

5.1 Admissions Policies.
5.1.1 Admissions Policy
5.1.2 Readmission Policy
5.1.3 Immunization Policy
5.2 Registration Policies.
* 5.2.1 Declaring and Changing Majors and Minors Policy
* 5.2.2 Course Registration Policy
* 5.2.3 Cross Registration Program
* 5.2.4 Undergraduates Taking Graduate Courses Policy
* 5.2.5 Medical Leave of Absence Policy
* 5.2.6 Voluntary Leave of Absence Policy
* 5.2.7 Involuntary Leave of Absence Policy
* 5.2.8 Withdrawal from the College Policy

5.3 Academic Policies.
* 5.3.1 Code of Academic Integrity
* 5.3.2 Attendance Policy
* 5.3.3 Examinations Policy
* 5.3.4 Grade Policy
* 5.3.5 Grade Grievance Policy
* 5.3.6 Incomplete Grade Policy
* 5.3.7 Pass/Fail Program Policy
* 5.3.8 Internship and Clinical Placement Approval Policy
* 5.3.9 Study Abroad Course Grades Policy
* 5.3.10 Courses at Other Colleges Policy
* 5.3.11 Transfer Credit Policy
* 5.3.12 Quality Points Policy
* 5.3.13 Academic Standing Policy
* 5.3.14 Academic Forgiveness Policy
* 5.3.15 Recognition of Academic Excellence Policy
* 5.3.16 Graduation Policy
* 5.3.17 Canisius Posthumous Degree Policy

5.4 Academic Administration Policies.
* 5.4.1 Credit Hour Policy
* 5.4.2 Course Syllabus Policy
* 5.4.3 Academic Continuation Policy
* 5.4.4 Academic Field Trips Policy
* 5.4.5 Retention of Sole-Possession Course-related Academic Documents Policy
* 5.4.6 Instructors of Record and Faculty Rosters Policy
* 5.4.7 Academic Program Development, Evaluation, Change, and Discontinuation Policy
* 5.4.8 Academic Program Accreditation Policy
* 5.4.9 Assessment of Student Learning Policy
* 5.4.10 Revocation of Academic Degree and Credit Policy
* 5.4.11 Articulation and Other Academic Agreements Policy

5.5 Research Policies.
* 5.5.1 Principal Investigators Policy
* 5.5.2 Research Ethics and Conduct Policy
* 5.5.3 Retention of and Access to Research Data Policy
* 5.5.4 Human Subjects Research (IRB) Policy
* 5.5.5 Use of Non-human Animals in Research, Teaching, and Demonstrations Policy

Volume VI
Student Life Policies

6.1 Community Standards.

6.2 Residence Life Policies.
* 6.2.1 Residency Policy
* 6.2.2 Residential Life Policies and Procedures
* 6.2.3 Residential Life Standards of Conduct
* 6.2.4 Assistance Animals Policy

6.3 Student Accessibility Policy.

6.4 Student Financial Aid Policies.
* 6.4.1 Consumer Information Policy
* 6.4.2 Financial Aid Eligibility Policy
6.4.3 Financial Services Program Audit Policy
6.4.4 Financial Services Program Integrity Policy
6.4.5 Return of Title IV Funds Policy
6.4.6 Satisfactory Academic Progress Policy
6.4.7 Student Lending Code of Conduct Policy
6.4.8 Title IV Fraud Policy
6.4.9 Verification Policy
6.4.10 Veteran’s Benefits Policy

6.5 Student Club and Organization Policies.
   6.5.1 Deferred Recruitment Policy for Greek Life
   6.5.2 New Social Greek Organization Recognition Policy
   6.5.3 New Student Club and Organization Recognition Policy
   6.5.4 Club Sport Development Policy
   6.5.5 Student Organization Event Policy
   6.5.6 Student Organization Travel Policy

6.6 Student Grievance (Non-Academic) Policy.

Volume VII

Business and Financial Affairs Policies

7.1 Accounting Policies.
   7.1.1 Accounting System Policy
   7.1.2 Agency Accounts Policy
   7.1.3 Annual Giving Policy
   7.1.4 Cash Advance Policy
   7.1.5 Fiscal Year and Revenue Recognition Policy
   7.1.6 Gift Accounting Policy
   7.1.7 Grant Accounting Policy
   7.1.8 Journal Entries and Adjustments Policy
   7.1.9 Capitalization and Depreciation Policy
   7.1.10 Cash Receipts Policy
   7.1.11 Cell Phone and Mobile Device Policy
   7.1.12 Payments to Non-Resident Aliens
   7.1.13 Petty Cash Policy
   7.1.14 Rental Income (Lease) Policy
   7.1.15 Travel Policy

7.2 Budget Policies.
   7.2.1 Budget Approval

7.3 Finance Policies.
   7.3.1 Debt Management Policy
   7.3.2 Electronic Transfer of Funds to Foreign Countries Policy
   7.3.3 Financial Controls Policy
   7.3.4 Garnishment Policy
   7.3.5 Gratuities and Kickbacks Policy
   7.3.6 Independent Contractors Policy
   7.3.7 Post-Issuance Tax Exempt Bond Compliance Policy
   7.3.8 Retirement Plan Investment Policy
   7.3.9 Unrelated Business Income Tax Policy

7.4 Purchasing Policies.
   7.4.1 Contract Policy
   7.4.2 Office Supply Procurement Policy
   7.4.3 Purchase Card Program Policy
   7.4.4 Procurement Policy and Purchasing Procedures

Volume VIII

Sexual and Gender-Based Misconduct Policy

Sexual and Gender-Based Misconduct Policy

PURPOSE
POLICY
DEFINITIONS
PROCEDURES/GUIDELINES
I. Scope and Jurisdiction
   A. Scope of Policy
   B. Period of Limitations
• Coordination with the College’s Discrimination and Harassment Policy
• Academic Freedom
• Student Bill of Rights

II. Title IX Coordinator

III. Resources for Immediate Help
• Immediate On-Campus Help
• Immediate Off Campus Help
• Preservation of Evidence and Forensic Examination

IV. Reporting Options
• Reporting to the College
• Reporting to an External Law Enforcement Authority
• Reporting to the Office of Civil Rights

V. Canisius College’s Initial Response and Assessment of Reports
• Initial Assessment
• Protections, Accommodations, and Interim Measures
• Right to An advisor

VI. Informal Resolution

VII. Formal Investigation and Resolution Proceedings
• Time Frame for Resolution
• Use of the Preponderance of the Evidence Standard
• Available Disciplinary Sanctions
• Remedial Action
• Result Notification

VIII. Education, Awareness, and Training Programs
• Education and Awareness Programs
• Employee Training
• State of New York Sexual and Gender-Based Misconduct Laws

IX. Campus Climate Surveys

Volume IX

Environmental Health and Safety Manual

9.0 Introduction.

9.1 Occupational Health and Safety.
• Asbestos Management Program
• Confined Spaces Program
• Cryogenic Liquids Policy
• Electrical Safety Program
• Ergonomics Program
• Fall Prevention Program
• Fire Prevention Plan
• Hearing Conservation Program
• Hot Work Program
• Laser Safety Program
• Lock Out/Tag Out Program
• Personal Protective Equipment Policy
• Respiratory Protection Program
• Safety-Related Work Practices Policy
• 3-D Printer Policy

9.2 Chemical Safety.
• Chemical Hygiene Plan
• Hazard Communication Program

9.3 Exposure Control Plan.

9.4 Environmental Management
• Hazardous Waste Management Plan
• Pharmaceutical Waste Program
• Regulated Medical Waste Program
• Universal Waste Management Plan

9.5 Radiation Safety Program.

Appendix A – Public Safety SDS Retrieval Procedure.