



National Association for
College Admission Counseling

STATEMENT OF PRINCIPLES OF GOOD PRACTICE: Education, Monitoring Procedures, and Penalties

Approved by the Assembly, September 2005

The Admission Practices Committee of NACAC, together with the Admission Practices Committees of the state and regional affiliates, are responsible for promoting awareness of and compliance with the Statement of Principles of Good Practice (SPGP). The Admission Practices Committee seeks, first and foremost, to educate admission and counseling professionals and their institutions on ethical college admission standards and to assist them in fully integrating similar policies and procedures into their practices. In addition, the committee monitors compliance with the SPGP, investigates alleged infractions, and applies penalties when necessary. Penalties may include exclusion from NACAC National College Fairs, issuance of a Statement of Noncompliance, suspension of voting privileges, and termination of membership.

The Statement of Principles of Good Practice is a complex document comprised of both required and recommended practices designed to protect students in the college admission process. The SPGP's format includes the following:

The **Mandatory Practices** of the SPGP include statements that were formerly listed as "will" statements or required practices in the previous SPGP. As such these practices will be monitored and enforced by the national and state and regional Admission Practices Committees.

The **Interpretations of Mandatory Practices** section includes further explanations or examples to enhance understanding of the Mandatory statements. An asterisk* on a statement in the Mandatory section will have a corresponding statement in the Interpretations section.

The final section is **Best Practices**. The practices in this section are former "should" statements and are recommended behaviors or guidelines for good practice but will not be strictly monitored or enforced. They represent how admission counseling professionals should function in the execution of their professional business.

The goal of the Admission Practices Committee is to seek full compliance with all provisions of the SPGP on a voluntary basis. Believing that member professionals and institutions wish to practice high ethical standards, one of the committee's chief functions is that of education.

Any allegation of noncompliance with the Mandatory Practices of the Statement of Principles of Good Practice against a NACAC member shall be referred to the appropriate Admission Practices Committee as set forth in the procedures. If the NACAC member alleged to be in noncompliance also holds membership in a state or regional affiliate, the allegation first shall be considered by the state or regional Admission Practices Committee. If adequate investigation or resolution cannot be made at the state or regional level, the allegation shall be referred to the national Admission Practices Committee for further action. If the NACAC member is not a member of a state or regional affiliate, the allegation shall be forwarded directly to the national Admission Practices Committee.

If the institution is not a member of NACAC or a state or regional affiliate, the complaint should be referred to the Executive Director for follow-up with the National Admission Practices Committee.

Upon receipt in writing of any specific allegation of noncompliance with the Mandatory Practices of the SPGP, the appropriate Admission Practices Committee becomes the allegor. The anonymity of the institution or individual making the referral shall be strictly maintained. In addition, the identity of any institution or individual alleged to be in noncompliance shall be held in strict confidence by the Admission Practices Committee.

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A. Procedures

1. Allegations of infractions against a member of NACAC who is also a member of a state or regional affiliate shall be reported to the chairperson of the Admission Practices Committee and the president of the state or regional affiliate of which the accused is a member.

The state or regional Admission Practices Committee shall notify the chairperson of the national Admission Practices Committee and the state or regional president of the allegations and shall keep them informed of the progress of the investigation and related proceedings.

Should there be no response from the accused party to the initial letter of inquiry within 30 days from the state or regional, then the allexer can take the complaint to the national Admission Practices Committee.

2. a) Any allegation shall be sent to the state or regional Admission Practices Committee chairperson in writing and should contain as much specific documentation or evidence as possible. Upon examining the allegation and supporting information, the chairperson shall determine which specific provision(s) of the Mandatory Practices of the SPGP is (are) involved in the alleged noncompliance
- b) When a party is accused of violating the SPGP, the chairperson shall immediately notify that party of the alleged violation of the SPGP and of the potential noncompliance issue(s). Such notification shall be in writing and shall direct the accused to respond in writing to each specification within 30 days.
- c) If the written response by the accused party demonstrates to the satisfaction of the state or regional Admission Practices Committee that there is, in fact, compliance with the Mandatory Practices of the SPGP, then the matter shall be closed.
- d) If the accused party confirms that past practice has been out of compliance with the Mandatory Practices of the SPGP but offers to amend the practice in the future, the state or regional Admission Practices Committee may declare the matter closed.
- e) If the state or regional Admission Practices Committee determines noncompliance but the accused party does not offer to amend the practice, the state or regional Admission Practices Committee will take the following action.
 - If the practice in question is a Best Practice, then the state or regional Admission Practices Committee will educate the accused party as to why the stated practice should be adhered to and will request voluntary compliance and will notify the national Admission Practices Committee.
 - If the practice is required under the Mandatory Practices of the SPGP, then the state or regional Admission Practices Committee will impose penalties and notify the national Admission Practices Committee and/or refer the case to the national Admission Practices Committee.

In any event, the complainant shall be informed of the status of the case.

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3. The accused party (or the complainant, only when the complainant is a state or regional Admission Practices chair bringing a complaint to another state or regional Admission Practices Committee) may appeal the state or regional Admission Practices Committee's decision to the national Admission Practices Committee within 30 days from the date of the state or regional Admission Practices Committee's decision.
 - a) The accused party (or other appealing party) shall be entitled to offer new evidence or contest the conclusions of the state or regional Admission Practices Committee at a meeting of the national Admission Practices Committee held for the purpose of considering the appeal.
 - b) The accused party (and other appealing party), and members of the state or regional Admission Practices Committee shall be given at least 30 days prior notice of such meeting.
 - c) If the decision is not so appealed, the decision of the state or regional Admission Practices Committee shall be binding on the accused party.
 - d) If an appeal is filed, penalties will not be imposed at that time, pending results of the appeal.
4. In the event an appeal is taken to the national Admission Practices Committee after consideration of all the facts relating to the allegations, the committee shall notify the appealing party, the accused party and the state or regional Admission Practices Committee of its decision, including the penalty, if any, imposed.
5. The decision of the national Admission Practices Committee shall be final, unless, within 30 days after the date of the decision of the national Admission Practices Committee, the accused party files an appeal with the national Board of Directors.
6. If this occurs, neither the state or regional Admission Practices Committee nor the national Admission Practices Committee shall publish the decision, pending results of the appeal. The decisions of the national Board of Directors shall be final and binding on all parties.

B. Penalties

The NACAC leadership, in consultation with the National or local Admission Practices Committee(s), may impose on the guilty party one or more of the following penalties:

1. a) **Exclusion from Regional or National College Fairs:** The guilty party may be excluded from participation in NACAC sponsored National College Fairs and state or regional affiliate-sponsored college fairs.
- b) **Statement of Noncompliance:** All members of NACAC, and appropriate state or regional leadership, may be notified of the practices engaged in by the accused party that have been found to violate the Mandatory Practices of the SPGP. The guilty party will be formally notified of noncompliance with the SPGP and will be asked to desist engaging in such practices.

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- c) **Suspension of Voting Privileges:** All members of NACAC and appropriate state or regional leadership may be:
1. notified of the practices engaged in by the guilty party that have been found, to violate, the Mandatory Practices of the SPGP;
 2. that the NACAC voting privileges of the guilty party have been suspended. Such suspension will last until lifted by the national Admission Practices Committee or the Board of Directors.
- d) **Termination of Membership in NACAC:** All members of NACAC and appropriate state or regional leadership shall be notified in association communication venues of the practices engaged in by the guilty party that have been found to violate the SPGP and that the membership of the guilty party in NACAC has been terminated.

If a penalty other than termination of membership is imposed and the guilty party fails to desist engaging in the practices found to violate the Statement, the state or regional Admission Practices Committee may refer the matter to the national Admission Practices Committee for further proceedings. The national Admission Practices Committee may terminate the guilty party's membership in NACAC if it cannot find adequate justification for the guilty party's failure to desist engaging in the practices found to violate the SPGP or it may develop a new timetable for the guilty party to desist engaging in such practices.