



**Ethical Practices in University Admissions
CU-EA-58**

GENERAL

Concord University is committed to maintaining the highest ethical standards and practices in student recruitment and admission consistent with its values, including honesty, integrity, and transparency.

Concord is a member in good standing of the National Association for College Admission Counseling (NACAC), which is an organization dedicated to serving students as they make choices about pursuing postsecondary education. NACAC is committed to maintaining high standards that foster ethical and social responsibility among those involved in the transition process, as outlined in the NACAC Statement of Principles of Good Practice (SPGP).

PURPOSE

This policy has been enacted to provide guidance to university faculty and staff, particularly admissions personnel, of the expectation for ethical conduct in recruitment and admission.

SCOPE

This policy is applicable to all faculty, staff, and administrators who participate in the student enrolment process, including recruitment and admission.

POLICY

It is the policy of Concord University to maintain the highest ethical standards and practices for University Admissions by adhering to the Statement of Principles of Good Practice of the NACAC, as amended.

Concord University embraces and adopts the NACAC Statement of Principles of Good Practice as Admissions Policy for the institution, which Statement is available at the following URL:

<https://www.nacacnet.org/who-we-are/what-we-do/guiding-ethics/nacacs-guide-to-ethical-practice-in-college-admission/>

RESPONSIBILITY FOR IMPLEMENTATION

It is the responsibility of the Chief Enrollment Officer, in conjunction with the Institutional Integrity and Ethics Officer, to implement this policy.

PROCEDURE

The Chief Enrollment Officer will have divisional staff read and sign a copy of the then current SPGP document on an annual basis affirming understanding of the content and expectation for compliance.

The Institutional Integrity and Ethics Officer will communicate the policy expectation to faculty, staff, and administrators on a periodic basis.

The Statement Principles of Good Practice form may be found in the HR Forms section of the website.

AUTHORITY FOR INTERPRETATION

The final authority for interpretation of this policy rests with the President or designee.

APPROVAL

<u>Intent to Plan Approved by Concord University Board of Governors:</u>	June 06, 2017
<u>Policy Approved by the Board:</u>	July 18, 2017
<u>Effective Date:</u>	July 18, 2017
<u>Affirmed by WVHEPC:</u>	