

NACCAP

North American Coalition for Christian Admissions Professionals

STATEMENT OF PRINCIPLES OF GOOD PRACTICE

As Christians, we are called to serve Christ and His church. Christ's example of servanthood establishes a model that we should seek to achieve as Christians and as members of NACCAP. Accordingly, all of our admissions activities should be characterized by integrity, honesty, and fairness as we deal with students, parents, and others.

Our Mission as an organization is to mobilize NACCAP members to promote enrollment at Christ-centered colleges and universities.

- We seek to further the Kingdom of God in obedience to the Lordship of Christ.
- We recognize that each school has individual and unique strengths and therefore, collectively, we serve the Body of Christ.
- As servants we must enable the student to discern accurately his or her educational needs.

In promoting our institutions to prospective students, we must seek to uphold our common bond in Jesus Christ.

To that end, Christian secondary school members are encouraged to promote and provide information and resources regarding NACCAP member colleges and universities to their students and families.”

“NACCAP member secondary schools, colleges, universities, and seminaries are dedicated to the promotion of the integration of faith and learning. We will cooperate in the development of programs and services in post-secondary counseling, admission, and financial aid to eliminate bias related to ethnicity, creed, gender, age, political affiliation, national origin, and disabling conditions.”

I. ADMISSION PROMOTION AND RECRUITMENT

A. College and University Members agree that they will:

1. Ensure that admission counselors are viewed as professional members of their institutions' staffs. As professionals, their compensation shall take the form of a

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fixed salary rather than commissions or bonuses based on the number of students recruited.

2. Be responsible for the development of publications, written communication, and presentations, i.e., college nights, and college days, and college fairs, used for their institutions' promotional and recruitment activity. They will:
 - a. State clearly and precisely the requirements for academic preparation, admission tests, and transfer student admission.
 - b. Include a current and accurate admission calendar. If the institution offers special admission options such as early admission, early action, early decision, early notification, or waiting list, the publication should define these programs and state deadline dates, notification dates, required deposits, refund policies, and the date when the candidates must reply. If students are placed on wait lists or alternate lists, the notification letter should provide past history describing the number of students placed on the wait lists and the number offered admission. Finally, if summer admission or mid-year admission is available, students should be made aware of the possibility in official communication from the institutions.
 - c. Give precise information about costs, opportunities, and requirements for all types of financial aid, and state the general relationship between admission practices and policies and financial aid practices and policies.
 - d. Describe in detail any special programs, including overseas study, credit by examination, or advanced placement.
 - e. Include pictures and descriptions of the campus and community that are current and realistic.
 - f. Provide accurate information about the opportunities/selection for institutional housing, deadline dates for housing deposits (not prior to May 1), housing deposit refunds, and describe policies for renewal availability for such institutional housing.
 - g. Provide accurate and specific descriptions of any special programs or support services available to students with handicapping conditions, learning disabilities, and/or other special needs.
 - h. Indicate that the institution is a NACCAP member and has endorsed the principles contained in this *Statement*.
 - i. Not falsely advertise or misrepresent their academic offerings and/or other programs.

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- j. Use the most current data or identify the source and year of study when institutional publications and/or media communications cite published ratings of academic programs, academic rigor or reputations, or athletic rankings.
3. Exercise appropriate responsibility for all people whom the institution involves in admission, promotional, and recruitment activities (including their alumni, coaches, students, faculty, and other institutional representatives) and educate them about the principles outlined in this *Statement*. Institutions which engage the services of admission management or consulting firms shall be responsible for assuring that such firms adhere to this *Statement*.
 4. Speak forthrightly, accurately, and comprehensively in presenting their institutions to counseling personnel, prospective students, and their families. They will:
 - a. State clearly the admission requirements of their institutions, and inform students and counselors about changed admission requirements so that candidates will not be adversely affected in the admission process.
 - b. State clearly all deadlines for application, notification, housing, and candidates' reply requirements for both admission and financial aid.
 - c. Furnish data describing the currently enrolled freshman class. Describe in published profiles all members of the enrolling freshman class. Subgroups within the profile may be presented separately because of their unique character or special circumstances.
 - d. Not offer any comparative statement of academic departments, institutional cost and fees, financial aid packages, admissions statistics, graduation rates, placement rates, admission policies or procedures, faculty credentials, or any other comparison that might cause a potentially misleading representation of another academic institution.
 - e. Provide accurate information about the use/role of standardized testing in their institutions' admission process.
 5. Not use unprofessional promotion tactics by admission counselors and other institutional representatives. They will:
 - a. Not contract with secondary schools personnel for remuneration for referred students.
 - b. Not contract with placement services which require a per capita fee from the institution for each student enrolled, including international students.
 - c. Not encourage students to transfer if they have shown no interest in doing so.

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6. Refrain from recruiting students who are enrolled, registered, or have declared their intent or submitted contractual deposit with other institutions unless the students initiate inquiries themselves or unless cooperation is sought from institutions which provide transfer programs. Care should be taken to avoid recruitment efforts which are likely to target students who are already committed to other institutions.
7. Understand the nature and intent of all admission referral services utilized by their institutions (including their alumni, coaches, students, faculty, and other institutional representatives) and educate them to ensure the validity/professional competency of such services.

B. Graduate, Professional School and Seminary Members agree that they will adhere to the principles in this section of the *Statement* with the exception of the following points, which are not applicable to them:

- Provide accurate information about the opportunities/selection for institutional housing, deadline dates for housing deposits (not prior to May 1), housing deposit refunds, and describe policies for renewal availability for such institutional housing.
- Furnish data describing the currently enrolled freshman class. Describe in published profiles all members of the enrolling freshman class. Subgroups within the profile may be presented separately because of their unique character or special circumstances.

C. Secondary School Members agree that they will:

1. Provide a program of counseling which introduces a broad range of postsecondary opportunities to students.
2. Encourage students and their families to take the initiative in learning about colleges and universities.
3. Not use disparaging comparisons of secondary or postsecondary institutions.
4. Establish a policy with respect to secondary school representatives for the release of students' names. Any policy which authorizes the release of students' names should provide that the release be made only with the students' permission consistent with applicable laws and regulations. That permission may be a general consent to any release of the students' names. Secondary school representatives shall, in releasing students' names, be sensitive to the students' academic, athletic, or other abilities.
5. Refuse any reward or remuneration from a college, university, or private counseling service for placement of their school's students.
6. Be responsible for all personnel who may become involved in counseling students on postsecondary options available and educate them about the principles in this *Statement*.

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7. Be responsible for compliance with applicable laws and regulations with respect to the students' rights to privacy.
8. Not guarantee specific college placement.
9. Provide information about opportunities and requirements for financial aid.
10. Indicate that the institution is a NACCAP member and has endorsed the principles in this *Statement*.

II. ADMISSION PROCEDURES

College and University Members agree that they will:

1. Accept full responsibility for admission decisions and for proper notification of those decisions to candidates.
2. Receive information about candidates in confidence and respect completely, consistent with federal, state, or local regulations, the confidential nature of such data.
3. Not apply newly advised requirements to the disadvantage of a candidate whose secondary school courses were established in accordance with earlier requirements.
4. Notify candidates as soon as possible if they are clearly inadmissible.
5. Admit candidates on the basis of academic and personal criteria rather than financial need. This provision shall not apply to international students ineligible for U.S. federal student assistance.
6. Not require candidates or the secondary schools to indicate the order of the candidates' college or university preference, except under early decision plans.
7. Not make offers of admission to students who have not submitted admission applications.
8. Permit candidates for fall admission to choose, without penalty, among offers of admission and financial aid until May 1. Need-based and merit-based awards are covered by this principle. Requests by colleges concerning on-campus student housing deposits are also covered by this principle.
9. Ensure that a waiting list, if necessary, be of reasonable length and be maintained for the shortest possible period and in no case later than August 1. Wait list procedures must ensure that no student on any wait list is asked for a deposit in order to remain on the wait list or for a commitment to enroll prior to receiving an official written offer of admission.
10. State clearly the admission procedures for transfer students by informing candidates of deadlines, documents required, courses accepted, and course equivalency and other relevant policies.

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11. Inform students and counselors about new and changed requirements which may adversely affect candidates who have met all required deadlines, deposits, and commitments according to the students' original notification from the institution.
12. Accept, for the purposes of documenting student academic records, only official transcripts in the admission or registration process which come directly from the counseling, guidance, or registrar's offices of the institution(s) the candidate attends or has attended or from other appropriate agencies.

B. Graduate and Professional School and Seminary Members agree that they will adhere to the principles in this section of the *Statement* with the exception of the following points, which are not applicable to them:

- Not apply newly advised requirements to the disadvantage of a candidate whose secondary school courses were established in accordance with earlier requirements.
- Permit candidates for fall admission to choose, without penalty, among offers of admission and financial aid until May 1. Need-based and merit-based awards are covered by this principle. Requests by colleges concerning on-campus student housing deposits are also covered by this principle.
- Ensure that a waiting list, if necessary, be of reasonable length and be maintained for the shortest possible period and in no case later than August 1. Wait list procedures must ensure that no student on any wait list is asked for a deposit in order to remain on the wait list or for a commitment to enroll prior to receiving an official written offer of admission.

C. Secondary School Members agree that they will:

1. Provide, in a timely manner, for colleges and universities accurate, legible, and complete official transcripts for the school's candidates.
2. Provide colleges and universities with a description of the school's marking system, which may include the rank in class and/or grade point average.
3. In their profiles and other publications, provide true and accurate information with regard to test scores for all students in the represented class cohort group who participated in college admission testing.
4. Provide accurate descriptions of the candidates' personal qualities, which are relevant to the admission process.
5. Urge candidates to understand and discharge their responsibilities in the admission process. Candidates will be instructed to
 - a. Comply with requests for additional information in a timely manner.
 - b. Respond to institutional deadlines and refrain from stockpiling acceptances.
 - c. Refrain from submitting multiple deposits or commitments, as this may jeopardize their acceptances to those institutions.

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- d. Refrain from submitting more than one application under any early decision plan and, if admitted under such a plan, comply with all institutional guidelines including those regarding the obligations to: enroll, withdraw all other applications, and refrain from submitting subsequent applications.
- e. Respond to institutional deadlines on housing reservations, financial aid, health records, and course prescheduling, where all or any of these are applicable.
6. Not reveal, unless authorized, candidates' college or university preferences.
7. Sign only one pending early decision agreement for any student.
8. Counsel students and their families to notify other institutions when they have accepted an admission offer.
9. Encourage students to be the sole authors of their applications and essays and will counsel against inappropriate assistance on the part of others.
10. Report any significant change in candidates' academic status or qualifications, including *personal conduct record*, between the time of recommendation and graduation, where permitted by applicable laws and regulations and if requested by an institution's application.
11. Provide a school profile, which clearly describes special curricular opportunities (e.g., honors, Advanced Placement courses, seminars) and a comprehensive listing of all courses with an explanation of unusual abbreviations and any information required for proper understanding.
12. Advise students and their families not to sign any contractual agreement with an institution without examining the provisions of the contract.
13. Counsel students and their families to file a reasonable number of applications.

III. STANDARDIZED COLLEGE ADMISSION TESTING

Members accept the principle that fairness in testing practices should govern all institutional policies. Because test results can never be a precise measurement of human potential, members commit themselves to practices that eliminate bias of any kind, provide equal access, and consider tests as only one measure in admission/counseling practices.

College and University Members agree that they will:

1. Use test scores and related data discretely and for purposes that are appropriate and validated.
2. Provide prospective students with accurate and complete information about the use of test scores in the admission process.
3. Refrain from using minimum test scores as the sole criterion for admission, thereby denying certain students because of small differences in scores.

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4. Use test scores in conjunction with other data such as school record, recommendations, and other relevant information in making decisions.
5. Educate staff in understanding the concepts of test measurement, test interpretation, and test use so they may make informed admission decisions from the test data.
6. Counsel students to take only a reasonable number of tests and only those necessary for their postsecondary plans.
7. Maintain the confidentiality of test scores.
8. Publicize clearly policies relating to placement by tests, awarding of credit, and other policies based on test results.
9. Include in published profiles all members of the enrolling freshman class. Subgroups within the profile (e.g., athletes, nonnative speakers) may be presented separately because of the unique character or special circumstances. Clear explanations of who is included in the subgroup populations should be made.
10. In releasing statistical profiles of members of the enrolling freshman class, attempt to report the middle-50% range of test scores, grade point averages and similar data, rather than solely reporting mean or median averages.

B. Graduate and Professional School and Seminary Members agree that they will adhere to the principles in this section of the *Statement* with the exception of the following points:

- Points 9 and 10 will be used when worded as follows:

9. Include in published profiles all members of the incoming class. Subgroups within the profile (e.g., athletes, nonnative speakers) may be presented separately because of the unique character or special circumstances. Clear explanations of who is included in the subgroup populations should be made.

10. In releasing statistical profiles of members of the incoming class, attempt to report the middle-50% range of test scores, grade point averages and similar data, rather than solely reporting mean or median averages.

C. Secondary School Members agree that they will:

1. Release and report test scores only with students' consent.
2. Avoid comparing colleges and universities solely on the basis of test scores.
3. Work with other school officials and other groups to keep test results confidential and in perspective.
4. In the reporting of test scores report on *all* students within a discrete class (e.g., freshman, sophomore, junior, senior) who participated in college admission testing.

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5. Avoid undue emphasis on test scores as a measure of students' potential and ability when representing students to colleges and universities.
6. Inform students about what tests they need for admission, where they may take them, and how to interpret the results in their own contexts.
7. Be knowledgeable about the limitations of standardized tests and counsel students with these limitations in mind.
8. Inform students about the use and validity of test scores, both for admission and as measures of potential and ability.
9. Counsel students and families on how test scores may be used in the admission process by colleges and universities.
10. Counsel students to take only a reasonable number of those tests necessary for their postsecondary plans, without regard to the impact the test results may have on the school profile report.
11. Counsel students and families about data, other than test results, that may be submitted as part of the application process.
12. Counsel students about test preparation programs and inform them about alternative programs and/or approaches.
13. Refrain from the public reporting of mean and median admission test scores and instead, report scores by either or both of the following:
 - a. Middle 50 percent of *all* students tested by discrete grade level.
 - b. Appropriate score bands of *all* students tested by discrete grade level.

IV. FINANCIAL AID

Member institutions are encouraged to support the principle of distributing financial aid funds on the basis of proven financial need.

A. College and University Members agree that they will:

1. Strive, through their publications, and communications, to provide students, families, and schools with clearly stated, factual information about their institutions' costs, aid opportunities, programs, and practices.
2. View financial aid from colleges, universities, and other sources as supplementary to the efforts of students' families when the students are not self-supporting.
3. Employ methods of determining the financial contribution of candidates' families, which assess ability to pay in a consistent and equitable manner, such as the *Free Application for Federal Student Aid*.

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4. Permit first-year candidates for fall admission to choose, without penalty, among offers of financial aid until May 1. Both need-based and merit-based awards are covered by this principle.
5. State clearly policies on renewal of financial aid.
6. Not publicly announce the amount of need-based aid awarded to individual candidates; however, amounts of no-need scholarship awards may be a matter of public record.
7. Not use financial need as a consideration in denying admission to applicants. This provision shall not apply to international students ineligible for U.S. federal student assistance.
8. Meet, to the extent possible within the institutions' capabilities, the full need of accepted students.
9. Make awards to students who apply for renewal of financial aid by reviewing their current financial circumstances and establishing the amount of aid needed.
10. Not make financial aid awards to students who have committed to attend other institutions unless the students initiate such inquiries.
11. Not make financial aid awards to students who have not submitted admission applications. Athletic scholarships are a recognized exception to this provision and are viewed in the same light as an early decision agreement.
12. Refrain from withholding financial aid awards until the awards from the students' other college choices have been announced.
13. Refrain from changing the financial aid awards to match those of the students' other college choices.

B. Graduate and Professional School and Seminary Members agree that they will adhere to the principles in this section of the *Statement* with the exception of the following points, which are not applicable to them:

- Permit first-year candidates for fall admission to choose, without penalty, among offers of financial aid until May 1. Both need-based and merit-based awards are covered by this principle.
- Not use financial need as a consideration in denying admission to applicants. This provision shall not apply to international students ineligible for U.S. federal student assistance.

C. Secondary School Members agree that they will:

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1. Refrain, in public announcements, from giving the amounts of financial aid received by individual students; however, amounts of no-need scholarship awards may be a matter of public record.
2. Not make guarantees of any financial aid or scholarship awards.
3. Not encourage students to apply to particular colleges and universities to enhance their high schools' statistical records regarding the number or amount of scholarship awards received.
4. Should advise students who have been awarded financial aid by non-collegiate sources that they have the responsibility to notify the college of the type and amount of such outside aid.

V. ADVANCED STANDING STUDENTS AND THE AWARDING OF CREDIT

College and University Members agree that they will:

1. Design placement, credit, and exemption policies to augment educational placement opportunities, not to recruit students.
2. Evaluate student competency through the use of validated methods and techniques.
3. Define and publish in the institutions' pre-admission information the policies and procedures for granting credit.
4. Evaluate previously earned credit, published by the admitting institution, in a manner which ensures the integrity of academic standards as well as the principle of fairness to the students.

B. Graduate and Professional School and Seminary Members agree that they will adhere to the principles in this section of the *Statement* with no exceptions.

C. Secondary School Members agree that they will:

1. Alert students to the full implications of college and university placement, credit, and exemption policies with regard to their educational planning and goals.
2. Make students aware of the importance of accreditation.
3. Make students aware of the possibilities of earning credit through both nontraditional educational experiences and examinations and alternative methods of instruction.

NACCAP

GRIEVANCE PROCEDURE

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I. If, in the opinion of a member school, another member has violated the principles or the spirit, of this *Statement*, the procedure below, based on the guidance given in Matthew 18:15-18, should be followed:

1. The schools involved should contact one another to verify the facts of the incident or problem.
2. If there is a difference of opinion regarding an incident, they should work together to resolve their differences.
3. If unresolved, the NACCAP Vice President should be contacted in order to function as mediator to resolve the dispute.
4. If still unresolved, the NACCAP Vice President will present the case to the Board of Directors for a decision. The decision of the Board of Directors is final.
5. A letter will be sent by the NACCAP Vice President, to the enrollment officer asking for a response in writing.

II. Disciplinary Actions

1. A letter will be sent by the Vice President of NACCAP to the president of the school(s) in violation. The purpose will be to request adherence to the Statement of Principles of Good Practice. The NACCAP Vice President will reiterate in this letter additional sanctions that could occur if violations continue.
2. If the college continues to be in violation, the Vice President will move for a vote of the Board of Directors for censure, which requires a two-thirds vote of the Board of Directors. Censure may include exclusion from some or all association activities.
3. If the violator persists, the final recourse will be for the Board of Directors to bring to a vote the expulsion of the school in question. This vote will require a two-thirds majority of those present at an annual meeting. The NACCAP president will then write to the president and chief admissions officer of the violating school to inform them that their NACCAP membership has been terminated as well as participation in associated activities (i.e. National Christian College Fairs, etc.).