

## **IACAC STATEMENT OF PRACTICES AND COURTESIES**

The Illinois Association for College Admission Counseling recommends the following standard practices and common courtesies be extended to and from hosts and participants in visits to high school or college campuses, college day/night programs, and other events which are arranged to assist the transition from secondary to higher education through the exchange of information.

- A. Practices and courtesies which should be extended by representatives to high school counselors and other hosts:
1. Representatives should request appointments a minimum of one month in advance.
    - a. If a request is made by telephone, written confirmation of the request and arrangements should follow.
    - b. A request should include the telephone number and address of the representative.
    - c. A request should be accompanied by self-addressed, return card or envelope.
  2. If a representative cannot meet a scheduled appointment, the school counselor or host should be notified as soon as possible.
  3. It is expected that representatives will be prepared to meet with all students without regard to race, nationality, creed, gender, or sexual orientation.
  4. A representative should be well informed and should not misrepresent his or her institution or any other. If the representative is to be a student or alumnus rather than a paid employee of the institution, the high school counselor should be informed. The high school counselor or host should also be informed if a student or alumnus is to accompany the representative.
  5. Institutions of higher education should assure that high school counselors receive the following information.
    - a. A clear statement of admission policies, including transfer.
    - b. The admission decisions on students from the high school.
    - c. A listing of the students from the high school who attend the institution.
- B. Practices and courtesies which should be extended by high school counselors and other hosts to representatives:
1. Secondary schools should make a serious effort to allow representative of higher education to visit on a reasonable schedule, and should notify a representative of any change affecting an established appointment.
  2. During a visit, a representative should have accommodations which allow for an adequate vocal interchange with a student or students. Arrangements in cafeterias or other general purpose areas in use at the time for other purposes should be avoided.
  3. A representative should have the opportunity to meet a professional staff member of the host institution or, at a minimum, a trained volunteer who can collect college information about the representative's institution.
  4. Secondary school personnel should, within legal limits, notify an institution of higher education of special information which would bear on a student's adjustment to, or development at, the institution of higher education.
  5. If the high school counselor or other invited guest accepts an invitation to attend an institution's event, he or she should attend or arrange for a suitable replacement. If complete cancellation is necessary, it should be in time to allow the college or other institution to arrange for a replacement.

C. Practices and courtesies involving college programs:

1. Representatives should not attend a program unless officially invited and have the responsibility of accepting or refusing an invitation as soon as possible.
2. In selecting institutions for participation in college programs which are coordinated by the IACAC ICE/Calendar Committee, space limitations being the exceptional circumstance, all accredited, not-for-profit, two- and four-year colleges and universities should receive consideration for inclusion.
3. Representatives should arrive on time for a program and remain until the end.
4. Promotional and informational materials should be in good taste. Gifts, trinkets (i.e. pencils, keychains, candy, etc.), and monetary incentives are prohibited.
5. The use of audio-visual equipment or display materials should be left to the discretion of the host and stated in the invitation. When audio-visual or display materials are permitted, and shared facilities are used, they should not intrude upon another institution's presentation.
6. Conversations with students and parents are to be conducted in a professional manner. Representatives are asked to remain behind or on the side of tables, not in the aisles.
7. Institutions will be expected to notify the program sponsor if a representative other than a professional staff member or a faculty member will be attending the scheduled program.
8. Participation fees should be levied only to cover documented expenses other than institution facility costs, which should be borne by the high school or other host institution.
9. Programs should be scheduled through the IACAC ICE/Calendar Committee.

D. Methods for supporting this statement of practices and courtesies:

1. It is the responsibility of hosts and representatives to be cognizant of both the IACAC Statement of Practices and Courtesies and Statement of Principles of Good Practice for Members of the National Association for College Admission Counseling.
2. Violations of this statement or the NACAC statement should be brought to the attention of the offending party. Negotiations based on the above mentioned statements should attempt to resolve the problem.
3. If a negotiated resolution cannot be reached between the offended party and the violator, the assistance of IACAC should be requested through the President, who will typically assign this task to the Admission Practices Committee.