
MONITORING PROCEDURES FOR IACAC MEMBER INSTITUTIONS

The Illinois Association for College Admission Counseling believes in the standards set forth in the NACAC Statement of Principles of Good Practice and the IACAC Statement of Practices and Court-tesies. To ensure that those standards are upheld, the following procedures have been developed.

For members of both NACAC and IACAC, allegations of infractions will be considered first at the state level, using **NACAC** Monitoring Procedures for Member Institutions. If adequate resolution cannot be reached at the state level, the alleged infraction will be referred to the Admission Practices (AP) Committee of NACAC.

For members of IACAC but not NACAC, allegations of infractions will be considered by the **IACAC** Admission Practices Committee. Allegations involving an out-of-Illinois member of **IACAC** will be referred to the “home” State or Regional Association. In this latter case, persistent allegations will result in the Illinois AP Committee reserving the right to investigate and resolve the matter.

For members of NACAC but not IACAC, allegations of infractions will be referred to the **NACAC** Admission Practices Committee.

For nonmembers of both NACAC and IACAC, allegations of infractions will be referred to the Executive Director of NACAC.

IACAC Procedures for Reported Infractions

1. Allegations of infractions should be reported to the Chair of the **IACAC** Admission Practices Committee and the **IACAC** President. The validity of the allegations will be investigated and confirmed (or not), and the IACAC AP Committee chair will notify the chairperson of the National AP Committee and the IACAC President of the allegation and will keep them informed of the progress of the investigation.
2. A. The member alleged to have committed an infraction will be notified immediately by the state Admission Practices Chair. Notification will be in writing.
B. The accused member will receive detailed specifications of each alleged infraction and will be asked to respond to each in writing within 30 days.
C. If the written response resolves the issue(s) satisfactorily, both the accused member and the party responsible for the allegation will be notified in writing that the matter is closed.
D. If the AP Committee determines noncompliance, but the accused does not offer to amend the practice, the Committee will take the following action: If the practice in question is recommended, the Committee will educate the accused as to why the desired behavior should be adhered to and will request voluntary compliance, and will notify the National AP Committee. If the practice is required under the SPGP, then the Committee will impose penalties and notify the National AP Committee and/or refer the case to the National AP Committee. In any event, the complainant shall be informed of the status of the case.
3. **Penalties:** The range of possible penalties includes:
 - A. **Exclusion:** The accused shall be excluded from participation in IACAC-sponsored college fairs.
 - B. **Restriction:** IACAC members will be requested to restrict/prohibit the accused’s involvement in IACAC-sponsored activities.
 - C. **Censure:** All IACAC members will be notified of the practice(s) and that the accused has been officially instructed to terminate them.
 - D. **Suspension of Voting Privileges:** All IACAC members will be informed of B (above) and that the accused’s voting privileges have been suspended until lifted by the Executive Board.
 - E. **Termination of IACAC Membership:** IACAC members will be informed that the accused’s membership in the association has been terminated.

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4. If a penalty other than membership termination is levied, and the accused persists in the practice(s), the IACAC Executive Board will refer the issue to the NACAC Admission Practices Committee for additional action.
 5. The accused may appeal the IACAC AP Committee's decision to the National AP Committee within 30 days of the IACAC decision. The accused shall be entitled to offer new evidence or contest the conclusions of the IACAC AP Committee at a meeting of the National AP Committee held for the purpose of considering the appeal. The accused and members of the IACAC AP Committee shall be given at least 30 days prior notice of such meeting. If the accused does not so appeal, the decision of the IACAC AP Committee shall be binding on the accused. If the accused does appeal, penalties will not be imposed at that time, pending results of the appeal.
 6. In the event an appeal is taken to the National AP Committee after consideration of the facts relating to the allegations, the committee shall notify the accused and the IACAC AP Committee of its decision, including the penalty, if any.

Revised: May 2001.

NACAC STATEMENT OF PRINCIPLES OF GOOD PRACTICE

Ethical college admission is the cornerstone of the National Association for College Admission Counseling. Since its founding in 1937, when a select number of college and university professionals came together to create a Code of Ethics within the admission counseling profession, NACAC has striven to ensure principled conduct among professionals in the recruitment of students and the transition to postsecondary education.

This code of conduct is known today as the Statement of Principles of Good Practice (SPGP).

Historically, NACAC added principles to the SPGP cumulatively, as ethical issues arose each year. In more recent years, however, the application process has become increasingly influenced by marketplace forces that raise new and complex ethical questions. In this rapidly changing admission landscape, it is imperative for NACAC to maintain a document that includes practices and policies reflecting these new concerns for the ethical treatment of students in the admission process. As the recognized leader in college admission counseling, NACAC willingly carries the responsibility of being the only association that protects students' rights in the transition to postsecondary education process, through monitoring and enforcing ethical standards and practices.

Following two years of study, review, and writing, the NACAC Assembly, in September 2005, approved a completely revised SPGP, along with Education, Monitoring Procedures, and Penalties.

**The complete text of these documents is available via direct link
from the homepage of the IACAC website.**

**Just point your browser to <<http://www.iacac.org>>
and follow the Statement of Principles of Good Practice (SPGP) link.**