

Admission Practices: Do's & Don'ts

Colleges

Do's

- Accurately represent and promote your college without using disparaging comparisons of other schools.
- Not offer or accept any reward from a secondary school, college, university, agency, or organization for placement or recruitment of students
- Respect students' rights of privacy in accordance with FERPA.
- Clearly state all deadlines for application, notification, housing, and candidates reply requirements for admission, financial aid and housing.

Don'ts

- Do not ask prospective applicants where they have applied.
- Do not guarantee admission or placement or make guarantees of any financial award prior to an application being submitted.
- Do not permit financial aid and scholarship offers and housing options be used to manipulate commitments prior to May 1.
- Do not establish any application deadlines for fall admission prior to Oct. 15.

High Schools/Students

Do's

- Students should sign only one pending Early Decision or Restricted Early Action agreement.
- Students should notify and withdraw applications from other institutions when accepting an admission offer. Students should be the sole author of all application and essay materials.
- Schools should establish a written policy for disclosure of disciplinary infractions.
- Schools should establish a policy for release of students' names and other confidential information and abide by the regulations in **Family Educational Rights and Privacy Act (FERPA)** (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)

Don'ts

- Students should not submit more than one deposit, which indicates their intent to enroll.

For a detailed outline of the Statement of Principles of Good Practices visit www.nacac.net

Have an inquiry? Contact the AP Committee below via the Chair.



Contact Information:

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Admission Practices Committee

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