



Administrative Policy	
Policy Title:	Ethical Standards in College Recruitment
Policy Number:	3006
Date Adopted:	11/14/2012
Version:	4.0
Review Cycle:	Biennially
Date Last Reviewed:	2/19/19
Office Responsible:	Student Services - Recruiting
Reviewing Committee:	Customer Focused
Related Policies:	Equity in Athletics Reporting; Intercollegiate Athletics Programs
Related Laws:	NA

**Policy Summary:**

In representing Jackson College (JC) at recruitment events (i.e., college/career fairs, high school visits, athletic scouting events, etc.), admissions and scouting representatives shall conduct themselves in a professional manner, reflecting the dignity of their profession and the College’s mission, vision, values and beliefs.

**Scope:** All college employees participating in recruitment activities are subject to this policy.

**Policy Statement:**

As a member of Michigan Association of College Registrars and Admissions Officers (MACRAO), a member of the National Junior College Athletic Association (NJCAA), and an institution that accepts the National Association for College Admission Counseling *Statement of Principles of Good Practice*, all JC employees shall conduct themselves professionally and ethically in accordance with aforementioned associations’ recruitment practices and standards.

**Resources:**

<https://www.nacacnet.org/globalassets/documents/advocacy-and-ethics/statement-of-principles-of-good-practice/Proposed-SPGP-CEPP>

[www.macrao.org/Calendar/CollegeDayNight/CollegeDayNightProgramGuidelines.asp](http://www.macrao.org/Calendar/CollegeDayNight/CollegeDayNightProgramGuidelines.asp)

NJCAA handbook and casebook, Article VIII, Section 2

**Change Log:**

<b><u>Date Of Change</u></b>	<b><u>Version</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
10/2012	1.0	Initial release	C. Bosheff
10/22/2014	2.0	Biennial Update and Review	K. Hottenstein
6/10/16	3.0	Biennial update and review	K. Hottenstein
2/19/19	4.0	Biennial Update and Review	N.Venske