



Designed based on the NACAC's Code of Ethics & Professional Practices; read the full code [here](#).

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Admissions Ethics




NACAC Preamble

Excerpt:

Our profession strives to ensure that the students we serve and all of our colleagues are valued and supported.

We thrive by embracing and engaging our unique identities, experiences, and perspectives, and we are committed to increasing the enrollment and success of historically underrepresented populations.

We are dedicated to promoting college access and addressing systemic inequities to ensure that college campuses reflect our society's many cultures, stimulate the exchange of ideas, value differences, and prepare our students to become global citizens and leaders.



We will be
transparent in
factors of our
review process.

- If we have not publicly said we are considering it, we cannot consider it in our admission process. This includes but is not limited to: personality, connections with colleagues/private teachers, previous performance during private lesson, fame/notoriety, etc. Rather, we will make our decisions based solely on: contents of applications, interview scores, and audition results.
- If it's not listed on the website or asked on the application, you cannot consider it in making your decision.
- Excerpt from NACAC Code of Ethics and Professional Practices (Section 1. A)
 - Colleges must make publicly available accurate, complete, and current information concerning:
 - the factors considered in making admission, financial aid, and scholarship decisions, including, but not limited to, students' demonstrated interest, social media presence, personal conduct, legacy status, and financial need



We will avoid
and report
conflicts of
interest.

- We cannot offer personal resources to applicants. We cannot extend privileges to an applicant that are not also publicly available to all other applicants. We will report conflicts of interest (our own and others) to the Director of Admissions. This includes offering your own home as lodging, submitting a recommendation for an applicant to the CoM- especially for your own studio, offering audition reviews and/or scholarship recommendations for friends/family, etc.
- We cannot accept payment for lessons with prospective students/applicants without also disclosing the interaction to the Director of Admissions and Recruitment.
- Excerpt from NACAC Code of Ethics and Professional Practices (Section 1. B)
 - Advocating for the best interests of students in the admission process is the primary ethical concern of our profession. This requires that students receive college admission counseling that they can trust. Members will therefore adhere to high standards of individual and institutional professional conduct. **Conflicts of interest, whether real or perceived, and unprofessional conduct undermine that trust.**
 - To avoid conflicts of interest and the appearance of unethical behavior, members will: a. not be compensated by commissions, bonuses, or other incentive payments based on the number of students referred, recruited, admitted, or enrolled...
 - Conflict of interest: **A situation that has the potential to undermine the impartiality of a person because of a clash between the person's self-interest and professional interest or public interests.** Conflicts of interest in admission and counseling may often be prohibited by employers, by professional organizations, by government regulations, and by accreditation agencies. (Section 3, page 11)

We will not ask for information that isn't ours to request.

- We cannot use a student's interest level or college list ranking to determine a scholarship award offering. Rather, we will solely rely on the student's application, interview score, and audition performance when determining if a student is to be awarded a scholarship and the extent of that award.
- We cannot use our professional connections to gain private insight to a student's application list, personal ranking of campuses, or interest level in attending CU Boulder. Nor, can we ask the candidate to divulge such information.
- Excerpt from NACAC Code of Ethics and Professional Practices (Section 1. C)
 - College members will not ask candidates, their counselors, their schools, or others to divulge or rank order their college preferences on applications or other documents. They may ask the question verbally only if the answer will not be used to influence an admission, scholarship, or financial aid decision.

We will honor our timeline/deadlines for submitting audition results.

- We cannot delay submitting our audition decisions in Slate in such a way that it prevents the Director of Admissions from getting information to the admissions office for timely decision release to the students.
- We must provide graduate students at least two weeks with complete and official admissions and funding information with which to make a decision by April 15th.
- We must provide undergraduate students at least one month with complete and official admissions and funding information with which to make a decision by May 1.
- Excerpt from NACAC Code of Ethics and Professional Practices (Section 2. A)
 - Standard application plans Regular Decision: Students submit their applications by a specified deadline and are notified of a decision within a clearly stated period of time.
- Excerpt from NACAC Code of Ethics and Professional Practices (Section 2. B)
 - College choices should be informed, well-considered, and free from coercion. Students require a reasonable amount of time to identify their college choices; complete applications for admission, financial aid, and scholarships; and decide which offer of admission to accept.

We will close the loop with waitlisted students.

- We will not ask students to share their level of interest in enrolling at CU nor will we allow August 1 to pass without also admitting or releasing students from our waitlist.

**I do recommend closing the loop with waitlisted students no later than May 15th

1. You're not likely to yield them in late summer anyway
2. this allows them to make more ideal housing arrangements here or wherever they end up going
3. The students have more information to decide where to commit earlier in the cycle.

- Excerpt from NACAC Code of Ethics and Professional Practices (Section 2. C)

- Colleges may ask students who have accepted a place on the wait list to indicate their level of interest, but must not ask them to rank order or identify their other college choices.
- Until May 1, students who are offered admission from a wait list must be given at least through May 1, or 48 hours, whichever is longer, to accept the offer. This applies both to informal offers (such as requests for verbal commitments) as well as to official offers of admission. It is understood that before a deposit or other final commitment is required, students must be notified of the availability of housing and those whose financial aid application is complete must have received their financial aid award package.
- After May 1, students who are offered admission from a wait list may be asked to commit verbally within 48 hours of the offer. Colleges may set their own deadlines for submitting enrollment deposits after students have verbally committed. It is understood that before a deposit or other final commitment is required, students must be notified of the availability of housing and those whose financial aid application is complete must have received their financial aid award package.
- Candidates who remain on a wait list for fall admission must be notified of a final admission decision no later than August 1.



We will be
transparent
with transfer
students.

- We will not require transfer students to accept our offer of admission without also sharing which credits will transfer and how they facilitate or don't facilitate progress on a degree.
- Excerpt from NACAC Code of Ethics and Professional Practices (Section 2. D)
 - Fairness and transparency require that transfer candidates not be asked to make a commitment to enroll until they are able to review their financial aid award and an estimate of how many credits already earned will transfer and advance them toward a degree at the receiving institution.
 - Before transfer candidates are required to submit an enrollment deposit or other commitment to enroll, colleges will provide them with: a. an evaluation of their prior college-level credits that is a good faith estimate of how those credits will be applied toward their graduation requirements. An online articulated transfer agreement will meet this requirement. b. a financial aid award notification, as long as they have submitted all requested application forms and supporting materials by the designated deadline. c. either a deposit deadline extension or, upon request, an enrollment deposit refund, if colleges cannot provide credit evaluations or aid notification and the student decides not to enroll.

We will keep
accurate
records in Slate.

- Keeping accurate records of faculty impressions during auditions and/or interviews is a tool with which to ensure that ethical complaints can be investigated thoroughly and transparently.
 - This is also why the dual faculty review process benefits us to take the responsibility off of a single faculty and also to protect faculty and the college in the event of an accusation of bias review. It's like having multiple witnesses and witness testimonies in a case. It strengthens our position and accountability to make ethical decisions.
- It serves as a way to demonstrate that the CU Boulder College of Music is making every reasonable effort to review applicants in a way that is fair and reasonable.
- It is our way to prove that we are not engaging in unethical recruitment or application review tactics.

Submitting a formal complaint

NACAC encourages members to submit a complaint whenever they believe that a violation of NACAC's Code of Ethics and Professional Practices has occurred. Nonmembers—including parents and students—are also encouraged to submit complaints. Complaints may be submitted directly to NACAC via its online Confidential Complaint Form or to the national or affiliate Admission Practices (AP) Committees.

All complaints are investigated in the strictest confidence. It is understood that AP Committee members will recuse themselves whenever there is a conflict of interest with either the Complainant or the subject of a complaint.