

Recruiting, Admissions and Related Enrollment Practices Code of Conduct and Ethics Principles

American Islamic College, in accordance to its own faith-based principles, and its mission and vision statements, is committed to non-discriminatory policies, equitable and accessible education that is student-centered, and a campus that is dedicated to social justice, pluralism, multiculturalism, and interfaith dialogue. Thus, in promoting these ideals, the institution must ensure that it exhibits them in its own practices.

Recruitment

AIC seeks to be honest and transparent in its recruitment practices and the sharing of college information, admissions policies, enrollment and registration procedures, student outcomes data and financial aid options. As stated on the AIC website under “Financing Your Education,” AIC is not eligible for Title IV funding, but shares institutional aid options. AIC does not contract third-party recruiters, nor does it offer enrollment agreements. Thusly, AIC has adopted the following principles from the Higher Learning Commission Policy FDCR.A.20.020,

1. The institution treats students ethically, respectfully and professionally in the marketing, recruiting, admissions and financial aid process so that students can make informed enrollment decisions about matters such as enrollment and financial aid without being subjected to high-pressure tactics from the institution or a related contractor, including but not limited to:
 - a. Falsely claiming that enrollment spots are limited or taking advantage of students’ lack of understanding to pressure students to enroll;
 - b. Pressuring students to make an immediate financial aid decision;
 - c. Engaging in repeated unsolicited contact.
2. All institutional recruiting, admissions and financial aid personnel have appropriate education, job titles, skills, and training for their role and are overseen by the institution, which enforces a formal code of conduct for all such personnel. The institution ensures consistent, accurate information and a high quality of service is provided.
3. The institution ensures that its recruiting, admissions and financial aid personnel accurately describe the nature of their role.
4. The institution makes its policies related to consumer protection accessible and transparent. Information provided to students during any aspect of the enrollment process is accurate, complete and up-to-date and is provided to all students without any requirement that such students provide their contact information.
5. The institution promptly honors any request from a student to remove that student’s name from phone, email or other contact lists. Student information collected through any aspect of the institution’s enrollment processes is maintained and protected as outlined in the institution’s data privacy policy, which must be prominently posted on the institution’s website.
6. The institution complies with HLC expectations related to the publication of student achievement data as outlined elsewhere in HLC policy.
7. Institutional recruiters, admissions officers, financial aid officers or appropriate third parties engaged in similar roles on the institution’s behalf may answer questions about the student application process for admissions and financial aid, but in no case will such

personnel complete applications for students without student permission or apply the signature of a student to an application.

8. Students have the right and responsibility to register for each academic term in which they are eligible to enroll. The institution does not automatically register any student in the next term without that student's affirmative consent to such registration or the opportunity for the student to cancel that registration before the student is assessed tuition or fees for that term.
9. Prior to enrolling a student in a program or major, the institution ensures that the student has had sufficient time to review the institution's policies and procedures; to understand the amount of federal, state and institutional financial aid the student is eligible to receive; to learn how many credits previously earned, if any, will transfer and whether those transferred credits will be applied to requirements of the major or general education or the process; and to understand the timeline for evaluation of those credits.
10. The institution shall not induce or pressure a student to enroll by a specific deadline outside of the regular process of scholarship monies, institutional discounting, fee waivers, financial aid, other assistance or institution-branded gifts of nominal value.
11. In addition to a policy related to return of Title IV funds, the institution has a refund policy to assure that students receive a refund where appropriate if they withdraw from an academic term or from an institution according to policies set forth by the institution.
12. The institution does not otherwise engage in aggressive or deceptive recruitment tactics or conduct, such as may be defined and prohibited by federal regulations. This prohibition includes, but is not limited to, the following institutional acts or omissions:
 - a. Obtaining students' contact information through websites that falsely claim to provide assistance with finding employment or obtaining government benefits;
 - b. Discouraging students from consulting with parties unrelated to the institution prior to finalizing their decisions or commitments;
 - c. Failing to timely respond to students' requests for additional substantive information related to enrollment or loan obligations.
13. The institution shall not use threatening, abusive, or manipulative language to influence a student's decision.

Recruiters must maintain healthy ethical boundaries with prospective students, respecting and protecting prospective students' privacy rights. They must adhere to Title IX policies around sexual harassment, abuse, and gender-discrimination, which are policies located in the employee handbook.

A prospective or current student maintains the right to file a complaint against the College if it fails to uphold these principles.

Admissions

The College Admissions Committee must utilize the AIC Admissions Rubric in order to diminish any biases that may unfairly influence judgement on the applicant.

Enrollment

The student should have access to their curriculum, net price calculator, tuition and fees, scholarship and institutional aid options, learning outcomes, degree audits, midterm

consultations from the faculty, and access to their academic advisors in order to have complete information about their educational trajectory. Access to timely course schedules and academic calendars also help students make an informed decision about enrollment and registration.