Intellectual POINT — EXCELLENCE THROUGH EDUCATION

Policies

Admissions Personnel Code of Conduct Policy

Standards of Professional Behavior and Ethical Recruitment Practices

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Table of Contents

POLICY CONTENT BEGINS ON NEXT PAGE

PURPOSE	The purpose of this policy is to establish ethical standards and professional expectations for all admissions personnel to ensure integrity, transparency, and fairness in the recruitment and enrollment process at Intellectual Point.
RESPONSIBLE AUTHORITY	The Director of Admissions is responsible for the oversight and enforcement of this policy.
IMPLEMENTATION	Implementation of this policy is carried out by all admissions staff and supervisors, with regular training and monitoring to ensure compliance.
APPLICABILITY	This policy applies to all individuals involved in student recruitment, advising, and admissions activities at Intellectual Point.
EFFECTIVE DATE	August 1, 2025

POLICY

1. Standards Adherence

It is Intellectual Point's commitment to adhere to ACCSC standards for the Recruitment and Admissions Personnel Code of Conduct as per the latest Standards of Accreditation. Intellectual Point Institution Code of Conduct for Recruitment and Admissions Personnel is as follows:

   a. Student recruitment, enrollment, and admissions duties will be conducted in an ethical and professional manner and in keeping with organizational policies and procedures as well as relevant accreditation requirements.
   b. Student recruitment, enrollment, and admissions duties will be geared toward the enrollment of qualified applicants who are likely to complete and benefit from the training provided by the school and not geared toward enrolling students simply to obtain enrollments.
   c. Student recruitment and admissions personnel will only provide truthful and accurate statements, descriptions, and explanations regarding the school and its personnel, training, facilities, equipment, services, and accredited status.
   d. Student recruitment and admissions personnel will work to ensure that students are fully informed and able to make considered enrollment decisions without undue pressure.
   e. Student recruitment and admissions personnel will only assist prospective students in the areas that fall within the purview of their position and will not assist prospective students in admissions testing or alter or falsify any enrollment documents or required test scores.
   f. Student recruitment and admissions personnel will not make explicit or implicit promises of employment or exaggerated statements regarding employment or salary prospects to prospective students.

g. Student recruitment and admissions personnel will participate in relevant training provided by the school to enhance their skills as school representatives.
h. Student recruitment and admissions personnel will not assist prospective students in providing false or misleading information on any application.
i. Student recruitment and admissions personnel will not recruit prospective students in or near welfare offices, unemployment lines, food stamp centers, homeless shelters, or other circumstances or settings where such persons cannot reasonably be expected to make informed and considered enrollment decisions.
j. Student recruitment and admissions personnel will not discredit other schools or influence any student to leave another school by: falsely imputing to another school dishonorable conduct, inability to perform contracts, or questionable credit standing; making other false representations; falsely disparaging the character, nature, quality, value, or scope of another school's program of instruction or services; or demeaning another school's students.
k. Student recruitment and admissions personnel acknowledge having received a copy of the ACCSC Standards of Accreditation and having read the sections pertaining to recruitment, advertising, and admissions.

2. New Admissions Personnel Orientation and Training Session

This policy is presented to new admissions personnel at their New Admissions Personnel Orientation and Training Session.

3. Code of Conduct Acknowledgement Form

Admissions personnel acknowledge this and all other admissions policies by signing the Admissions Policies and Practices Acknowledgement Form during their onboarding and new hire orientation.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the SVP, Software Engineering, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the SVP of Software Engineering via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the institution's annual operating budget under the line item "Admissions." Revisions to the funding need approval by the Chief Financial Officer.

REVISIONS

Revisions to this policy are to be approved at one of the Institutional Assessment and Improvement meetings. Personnel is informed of revisions via email. Revisions are published at the staff and student webpage.

POLICY AVAILABILITY

Intellectual Point's policies and procedures are available for review by administrative staff, faculty, advisory members, and students at https://compliance.intellectualpoint.com.