Ivy Plus Alumni Admissions Programs – Best Practices

The Ivy+ Colleges and Universities have agreed to abide by these general practices and principles. Individual institutions may tailor these practices to suit their individual programs.

1. Institutional Responsibilities
   a. Subscribing institutions agree to have a statement of purpose defining the roles of alumni volunteers and their interactions with prospective students.
   b. Schools will provide training to alumni volunteers.
   c. Legitimate complaints will be investigated without prejudice to the applicant at any point in the admissions process in a timely manner. Institutions will provide a point of contact for counselors, parents, and students to contact the alumni admissions program with any such complaints.

2. The Role of the Alumni Representative
   a. Alumni volunteers will abide by the non-discrimination policies established by the individual institution.
   b. Alumni volunteers will abide by the confidentiality policies of the program and the institution.
   c. Alumni volunteers will abide by the best practices established by NACAC and the Ivy League.

3. Eligibility
   a. Conflicts of interest, real or perceived, will inform the representative’s eligibility, as determined by each individual institution. Such conflicts may include:
      i. Admissions officer or a college counselor
      ii. Secondary or post-secondary institution employee
      iii. Immediate family member of current applicants to the individual institution
      iv. Immediate family member of current college applicants
      v. Independent college counselor
      vi. For-profit college preparation consultant
   b. An alumni volunteer may not represent more than one undergraduate institution in the same admissions cycle.

4. Expectations for Alumni and Applicant Interactions
   a. Alumni volunteers will strive to create a mutually respectful environment and interaction.
   b. Alumni volunteers will treat all information provided by the institution or the applicant as confidential.
   c. Alumni volunteers will not request that applicants provide specific materials (i.e., transcript, application, essays, resume, questionnaire) to their interviewer.
   d. Alumni volunteers should not create any impressions or expectations, positive or negative, about the student’s probability of admission.
   e. Alumni volunteers will insure that interactions occur in a safe, accessible and neutral location; at a time that is agreed upon by both parties; and that respects the volunteer’s and the student’s commitments to school, work, activities, and family obligations.

The Ivy Plus Group consists of Brown University, Columbia University, Cornell University, Dartmouth College, Harvard University, Massachusetts Institute of Technology, Princeton University, Stanford University, the University of Pennsylvania, and Yale University.
f. Alumni volunteers will not interview applicants with whom there is an existing personal, familial or professional connection.
g. Alumni volunteers will not initiate conversation that may make a candidate uncomfortable or that is overly personal, whether with regard to the candidate or the interviewer.
h. Alumni volunteers will use appropriate language.
i. Alumni volunteers will not use disparaging comparisons of secondary or post-secondary institutions.
j. Alumni volunteers will not ask the student where he or she is applying.