



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.



- 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.