

UAMS Academic Affairs Policy – 4.1.3



UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES

Policy: University of Arkansas for Medical Sciences, Division of Academic Affairs
Subject: Recruiting, Admissions, and Enrollment Practices
Number: 4.1.3

Date Approved (Council of Deans, Provost):
Date Effective: June 14, 2023
Last Review/Revision: NEW
Next Review/Revision: June 14, 2025

PURPOSE

To establish a code of conduct for student recruiting, admissions, and enrollment practices.

SCOPE

The policy applies to the conduct of all UAMS faculty and staff and their interactions with prospective students and applicants.

POLICY

UAMS does not provide commissions, bonuses, or other incentive payments either directly or indirectly based on securing enrollments or federal financial aid to any faculty or staff member engaged in student recruiting, admissions, or awarding of financial aid. The UAMS website provides transparent consumer information regarding transfer policies, student outcomes, refunds, and academic programs. All faculty and staff engaged in recruiting, admissions, or enrollment will be provided a copy of this policy upon hire.

In accordance with the Higher Learning Commission policy FDCR.A.20.020, UAMS faculty and staff **shall** engage in the following practices:

1. Describe the nature of their role accurately.
2. Respond to requests from a prospective student to remove their name from phone, email, or other contact lists.
3. Allow students sufficient time to review UAMS policies and procedures, financial aid eligibility, and credits that will transfer prior to enrollment.
4. Operate with prospective students and applicants' best interests in mind.

In accordance with the Higher Learning Commission policy FDCR.A.20.020, UAMS faculty and staff **shall not** engage in the following practices:

1. Pressure students to make immediate decisions regarding financial aid.

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2. Engage in repeated unsolicited contacts such as making multiple unsolicited contacts (3 or more).
3. Complete applications for students without student permission or sign an application for a student.
4. Engage in same-day recruitment and registration.
5. Use threatening, abusive, or manipulative language to influence a student's decision.
6. Induce or pressure a student to enroll by a specific deadline outside of the regular process.
7. Take any action they believe is contrary to law, regulation or the best interests of the student.

When Military Service members are identified prior to enrollment, targeted communications will be sent to provide appropriate campus contacts for Military Service member-specific resources. Military Service members are also directed to the UAMS Veteran Services website located at <https://registrar.uams.edu/veteran-services/>.

Failure to follow this policy can lead to disciplinary action.

REFERENCE

Higher Learning Commissions policy FDCR.A.20.020
UAMS Admin Guide 4.4.02 Employee Discipline
