



CODE OF CONDUCT
for
Member Institutions

LAPCS Code of Conduct

Member institutions agree:

Integrity

1. To provide educational services according to standards of honesty and fairness and to render those services to students in a manner that, in the same circumstance, it would apply to or demand for itself.
2. To provide recruiting material that is clear, accurate and unambiguous as to content and purpose.
3. To provide each prospective student with financial aid information concerning the total cost of their education and the repayment requirements of their student loans.
4. To provide prospective students with accurate information about educational programs, services and performance in a manner that:
 - a. provides clear information regarding institutional accreditation and programmatic accreditation if applicable;
 - b. provides information about refund policies ;
 - c. does not promise, guarantee, or mislead regarding transferability of credits to or from another institution;
 - d. does not promise or guarantee employment or income level after graduation.

Accountability

5. To safeguard the public trust by providing educational and related services in a manner that meets or exceeds minimum requirements under applicable federal and state laws and regulations and accrediting agency standards.
6. To provide a method for school employees to inform senior management of potential violations of laws, regulations, accrediting agency standards and the institution's policies and procedures.
7. To provide a procedure for expeditious handling of student complaints and disputes.

Excellence

8. To provide a quality academic experience by:
 - a. maintaining strong, ethical leadership in management;
 - b. providing qualified faculty
 - c. developing, structuring and offering outcomes-focused program curricula;
 - d. periodically reviewing faculty, curricula, facilities, equipment, programs and staff; and
 - e. providing appropriate resources to support the teaching and learning process.

9. To assist graduates interested in finding full- time employment in jobs related to their program of study, without guaranteeing employment.

Enforcement

10. The LAPCS board of directors shall remove an institution from the membership if:
 - a. the institution has had its license to operate terminated or denied upon renewal by the state;
 - b. the institution has had its accreditation terminated or denied upon renewal by an accrediting agency recognized by the U.S. Secretary of Education;
 - c. the institution has had its eligibility to participate in Federal Title IV financial aid programs terminated or denied upon recertification by the U.S. Department of Education.
-

I have reviewed and accept the Code of Conduct as a member of the Louisiana Association
of Private Colleges and Schools

Name of College or School

Printed Name of Voting Member

Signature of Voting Member

Date