

Recruiting, Admissions and Related Enrollment Practices
Code of Conduct and Ethics Principles

American Islamic College, in accordance to its own faith

personnel complete applications for students without student permission or apply the signature of a student to an application.

8. Students have the right and responsibility to register for each academic term in which they are eligible to enroll. The institution does not automatically register any student in the next term without that student's affirmative consent to such registration or the opportunity for the student to cancel that registration before the student is assessed tuition or fees for that term.
9. Prior to enrolling a student in a program or major, the institution ensures that the student has had sufficient time to review the institution's policies and procedures; to understand the amount of federal, state and institutional financial aid the student is eligible to receive; to learn how many credits previously earned, if any, will transfer and whether those transferred credits will be applied to requirements of the major or general education or the process; and to understand the timeline for evaluation of those credits.
10. The institution shall not induce or pressure a student to enroll by a specific deadline outside of the regular process of scholarship monies, institutional discounting, fee waivers, financial aid, other assistance or institutionally awarded gifts of nominal value.
11. In addition to a policy related to return of Title IV funds, the institution has a refund policy to assure that students receive a refund where appropriate if they withdraw from an academic term or from an institution according to policies set forth by the institution.
12. The institution does not otherwise engage in aggressive or deceptive recruitment tactics or conduct, such as may be defined and prohibited by federal regulations. This prohibition includes, but is not limited to, the following institutional acts or omissions:
 - a. Obtaining students' contact information through websites that falsely claim to provide assistance with finding employment or obtaining government benefits;
 - b. Discouraging students from consulting with parties unrelated to the institution prior to finalizing their decisions or commitments;
 - c. Failing to timely respond to students' requests for additional student information related to enrollment or loan obligations.
13. The institution shall not use threatening, abusive, or manipulative language to influence a student's decision.

Recruiters must maintain healthy ethical boundaries with prospective students, respecting and protecting prospective students' privacy rights. They must adhere to Title IX policies around

consultations from the faculty, and access to their academic advisors in order to have complete information about their educational trajectory. Access to timely course schedules and academic calendars also help students make an informed decision about enrollment and registration.