

KACCS Code of Conduct

A strong state organization depends upon a membership vigilant in individual and collective integrity and dedicated to training people for meaningful occupations. The members of the Kentucky Association of Career Colleges and Schools (KACCS) subscribe to the following Standards and Code of Ethics in working with the general public, business and industry, students, educational institutions, state licensing boards, state agencies, state legislature and federal agencies:

Integrity

1. To provide educational services according to standards of honesty and fairness.
2. To protect the image of the sector by not discrediting other schools or making negative representations concerning the character, nature, quality, value or scope of their courses or instructions.
3. To maintain and encourage high ethical standards in all relationships, assuring that no school denies admission to any student on the basis of race, color, creed, sex or national origin.
4. To maintain fair and ethical admission and enrollment practices in terms of educational benefits to the students consistent with state and federal laws.
5. To provide clear, accurate and unambiguous recruiting materials to students.
6. To ensure the students' education and welfare are of paramount importance.
7. To provide each prospective student with financial aid information concerning the total cost of their education and the repayment requirements of their student loans.
8. 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. Does not use the word "accredited" unless it indicates the agency by which it is so accredited. The accrediting agency must be recognized by the United States Department of Education.
 - c. Provides information about the institution's refund policies;
 - d. Does not promise, guarantee, or mislead regarding transferability of credits to or from another institution; and
 - e. Does not promise or guarantee employment or income level after graduation.

Accountability

9. 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.
10. 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.
11. To provide a procedure for expeditious handling of student complaints and disputes.

Excellence

12. 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.
13. To cooperate fully with business and industry in determining the needs of companies within its fields of education and to maintain high standards of education in order to provide well trained graduates for the ever changing needs of business.
14. To assist graduates interested in finding full-time employment in jobs related to their program of study, without guaranteeing employment.

Enforcement

15. Members authorize the Board of Directors and Officers of the Kentucky Association of Career Colleges and Schools to investigate any written complaint leveled against an institution or individual concerning alleged unethical practices, including violation of the KACCS Code of Conduct, on the part of the institution or its representatives. As a last resort, such authorization extends to expulsion from membership of the Kentucky Association of Career Colleges and Schools.
16. The KACCS board of directors shall remove an institution from membership if:
- a. The institution has had its license to operate terminated or denied upon renewal;
 - b. The institution has had its accreditation terminated or denied upon renewal by an accrediting agency recognized by the U.S. Secretary of Education; or
 - 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.