

**Carnegie Mellon Admission Council (CMAC)**  
**Principles of Good Practice**

1. Members will strive to create a positive and mutually respectful atmosphere when interacting with all prospective students and families, using appropriate language and asking pertinent questions.
2. Members will be honest and forthright when interacting with applicants and will act in the best interests of both the university and its prospective students. Members will also have a thorough understanding of Carnegie Mellon University today, its colleges and departments, current student body and recent history.
3. Members will not communicate with applicants except to arrange and conduct meetings as requested by prospective students to provide follow-up communication to address specific questions raised by the applicant or to follow-up with applicants as requested by the Office of Admission. Members will not establish connections with applicants on social media (Facebook, Instagram, LinkedIn, etc.).
4. Members may not currently be working as educational/college consultants and may not provide any services relating to college applications, such as essay writing, test prep or application review (either for profit or pro-bono).
5. Members must conduct meetings with prospective students in a neutral location (coffee shop, library, lobby, etc.) and must not hold meetings with prospective students in their own home. Interactions with a prospective student will occur at times and locations that are mutually agreed upon, which present no difficulty or disadvantage to either the student or the CMAC member.
6. Members will conduct meetings with prospective students in locations where other individuals are present (within visual and auditory range) and must never be conducted behind a closed door.
7. Members will regard all information about the prospective student as highly confidential. Members will only share this information with the staff members of the Carnegie Mellon Office of Admission.
8. Members shall not speak negatively of or make disparaging comments about another undergraduate institution. Members will refrain from asking an applicant where he or she is applying.