**HECA Listserv Terms of Use and Etiquette**

The HECA Listserv is provided to current HECA members for the purpose of sharing resources, information and ideas related to the business of being an independent educational consultant. To keep our Listserv engaging and vibrant, it is necessary for us to have a set of guidelines. By subscribing and participating, users hereby agree to comply with these guidelines:

1. Posts are for educational purposes, requests for recommendations, and sharing of information and resources. The Listserv does not allow for attachments.
2. Do not use the Listserv to promote, advertise or market products or services. The intention of the Listserv is to share non-commercial educational information, which may include links to a member’s media mentions*,* podcasts or interviews.
3. The Listserv is a public forum. Posts must be courteous and respectful. Responses must reflect best judgment drawn from appropriate, professional experience.
4. When posting to the Listserv, state the specific topic of your comments or question in the subject line. Include your full name and contact information in your signature.
5. If you are requesting information on programs or colleges for a particular student/situation, be sure to include which programs and colleges you have already researched to cut down on duplication of efforts.
6. When responding to a post, send your reply directly to the member making the request rather than to the entire Listserv. Responses should be compiled and posted by the original author within 5 business days.
7. Respect the privacy of other Listserv users. Do not copy or share posted Listserv messages without obtaining permission of the writer.
8. Observe copyright, trademark and other legal rights when posting to the Listserv. It is permissible to post links to relevant articles and websites, but not the entire article or resource without the express permission of the owner(s).
9. Disparaging remarks will not be tolerated. Respect the opinions of others. Postings that violate [HECA’s Standards and Ethics Statement](https://hecaonline.org/standards_and_ethics) or the [NACAC Guide to Ethical Practice in College Admission](https://www.nacacnet.org/advocacy--ethics/NACAC-Guide-to-Ethical-Practice-in-College-Admission/) are not allowed.
10. Do not discuss politics, religion, or other topics not directly related to the practice of educational consulting on the Listserv.
11. The content posted to the HECA Listserv is the opinion of the respective author and not of HECA. HECA neither endorses nor is responsible for the accuracy of any content. HECA shall not be liable for any special, indirect or consequential damages resulting from loss of data or profits arising out of connection with the use of the Listserv.

HECA reserves the right to delete messages deemed in violation of these terms of use. Members of the Standards and Ethics Committee will contact the member when a post is found in violation of these guidelines. Repeated violations will result in suspension of Listserv privileges. HECA also reserves the right to make changes to these rules without notice. Your continued use of the Listserv will signify your acceptance of these changes. Complete Listserv instructions may be found here:<http://www.hecaonline.org/heca_web-inst>

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