

Ethics in the College Planning and Application Process

As members of the Pine View Community, one that is committed to a tradition of academic excellence and social responsibility, we act with integrity and goodwill. We are responsible to each other, and to the academic and ethical standards we establish as a community. We recognize that the actions of one student affect the options and opportunities available to other students. We can achieve greater success for all members of the Pine View community if we operate according to the following common set of expectations and ethical guidelines in the college planning and application process.

1. Mutual Respect and Honesty Builds Trust. Pine View students, parents, and counselors have a right to expect to be treated, and a responsibility to treat one another, in a fundamentally fair and equitable manner. We build trust among each other when we deal with mutual respect and honesty.
2. In the Best Interest of All. The best interest of *all* students is a primary concern in the college planning and application process at Pine View School (our goal is to facilitate the “best fit” college matches for the maximum number of graduating Pine View seniors). “College admission is a match to be made, not a trophy to be won.”
3. Accurate, Timely Information Empowers All. Providing accurate and timely information and resources with regard to college admissions and financial aid empowers all stakeholders in the process to act responsibly.
4. Common Standards Yield Positive Outcomes. When we operate within a common set of deadlines, practices, and objectives, we encourage more cooperative behavior and more successful outcomes.
5. Pine View Process Grounded in Best Practices. In accordance with the NACAC Principles of Good Practice, Pine View has established its internal college planning and application process in compliance with the Common App and individual college admission requirements and standards.
6. Speak with Integrity. We as a community strongly discourage our students and parents from engaging in disinformation, misinformation, disparaging comments, and rumors.
7. Comply with Standards. We expect compliance with college admission decision plans, application and enrollment requirements, test reporting policies, and application filing restrictions (e.g., early decision, early action, restrictive early action, and regular decision programs; waitlist and deferred enrollment policies).
8. Protect Confidentiality. We will honor and respect the confidential nature of the college application process (confidential information includes applicant names, transcripts, standardized test results, personal essays, recommendation letters, financial information, admit/wait list status).

9. Act with Integrity. We expect honesty and forthrightness from students at all times in the college application process. The following are considered examples of dishonesty and a lack of forthrightness (notable examples; list not meant to be exhaustive):

- a. Fabricating or exaggerating your activities and accomplishments.
- b. Having someone else write or substantially rewrite your essays.
- c. Failing to report any significant changes to your academic status or qualifications.
- d. Failing to disclose disciplinary infractions if asked directly on the application OR to the school to which you have been admitted (infractions occurring after acceptance).
- e. Indicating to more than one college that it's your first choice.
- f. Misleading a college about your intended major OR school choice (within the institution) for the purpose of increasing your chances of admission.
- g. Failing to notify other colleges that have accepted you when you accept one college's admissions offer.
- h. Applying concurrently to early decision programs at more than one college.
- i. Applying to single choice early action programs at more than one college.
- j. Failing to withdraw pending applications to other colleges after you've been accepted under a binding early decision program to one college.
- k. Trying to break the early decision agreement because your mind has changed (only acceptable circumstance to break agreement is when student and college cannot reach a mutually acceptable financial aid arrangement despite their best efforts).
- l. Submitting double enrollment deposits, thus accepting admission at more than one college (e.g., to buy time, to continue negotiating financial aid, or to maximize available options).

10. Think First Before Applying Early. Applying to a private school via an Early Action or Early Decision program is something to be taken seriously and requires significant forethought and planning. Please consult in advance with your Pine View guidance counselor to discuss the appropriateness of this option, in accordance with Pine View's College Planning Timeline. If accepted to a private school under an Early Action or Early Decision program, students should promptly communicate with your Pine View guidance counselor to discuss appropriate next steps.

11. Building an Effective and Well-Balanced College List. Pine View expects its students to apply to a reasonable number of schools, which you should be able to accomplish with no more than 8 to 12 total applications (many Pine View students choose to submit fewer total applications). Your final college list should align well with your academic interests and aspirations. As well, your college list should represent a well-balanced range of selectivity (e.g., 3 Likely schools, 3 Possible schools, and 2 Reach schools). If you have no intention, desire, or financial ability to attend a school, do not apply. This holds true for every school on your college list, including your Likely schools. To this end, students and parents should fully discuss any financial, geographic, or other limitations *before* students submit college lists and transcript requests to Pine View.

Message to Students and Parents:

Please carefully read the above **Pine View School - Ethics in the College Planning and Application Process**. Please sign, detach, and return the bottom portion of this form acknowledging that you have read and understand the guidelines and expectations described in this document.

I have read and understand the **Pine View School - Ethics in the College Planning and Application Process**. My signature below acknowledges my receipt and acknowledgement of the ethical guidelines and expectations contained in this document.

Print Student Name _____

Student signature _____

Date _____

Print Parent Name _____

Parent signature _____

Date _____

