

# Central Christian College of Kansas

## Admissions Ethics Policy

Central Christian College of Kansas (CCCK) is committed to ethical admissions practices that ensure a fair, transparent, and equitable process for all applicants. It is our position that admissions counselors, FA representatives, and marketing initiatives should be designed to help students make thoughtful choices about their futures. Upholding core values such as honesty, integrity, fairness, and confidentiality is paramount in our commitment to providing transparent and equal access to all prospective students.

This policy outlines the principles and standards that guide the admissions process at CCCK. It also represents the points upon which members of the Admissions Team are trained.

### Core Values

In developing principles and standards related to admissions, the Office of Admissions relies on a number of core values that align with the Core Values of the College. These values provide a philosophical framework that, in turn, informs the practical work of the College.

- **Student Centric Collaboration:** We believe that students' interests are best served in a collaborative environment, where every member of the team advocates on behalf of the students.
- **Integrity:** We believe that every member of the team, and the team corporately is responsible for the integrity of our actions and should reflect the nature and ethos of our institution.
- **Transparency:** We believe the admissions process should reflect transparency and be communicated in a way that remains accessible and clear to the student.
- **Fairness:** We believe that all applicants should be treated with respect and dignity, ensuring that the admissions process is consistent and applied equally to all applicants.
- **Confidentiality:** We believe in maintaining the integrity and security of each applicant's information and take measure to hinder unauthorized access, disclosure, or sharing.
- **Trust:** We believe that interactions with applicants should be authentic, assuming honesty and fidelity throughout the process.

CCCK will actively communicate admissions information to prospective students through various channels, including the college website, publications, and social media.

### Assumed Practices

#### Truthfulness and Transparency: Guiding Principles and Rationale

Members of the Admissions and Financial Aid Staff should provide comprehensive, truthful, and factual information that will allow all parties to make informed decisions. Team members should:

- Accurately describe, represent, and promote the institution, its programs, and services
- Share information about students that is relevant to the college admission process as well as accurate, up-to-date, and free from misrepresentations of fact or material omissions at the time of submission.

- Ensure that alumni/ae representatives and interviewers, third party agents, vendors and other representatives working on their behalf follow the ethical best practices of the profession.
- When publishing translations, ensure that the translation fully and accurately reflects the meaning of the text in the original language.
- Ensure that interested parties can access comprehensive, accurate, and current information concerning:
  - All deadlines including admission, scholarships, financial aid, and housing.
  - Factors considered in making admission, financial aid, and scholarship decisions.
  - Academic majors and other academic offerings and programs
  - Institutional housing policies including availability, process, and pricing
  - Lifestyle requirements or covenants
  - Costs of attendance and types of scholarships and other financial aid.
  - Significant changes to institutional policies and procedures due to pandemics, severe weather, or other extraordinary circumstances.
  - Admission requirements for transfer candidates, including restrictions or limitations regarding specific majors or programs

### Professional Conduct: Guiding Principles and Rationale

Advocating for students' best interest in the admission process is the primary ethical concern of our members. This requires that students receive college admission counseling they can trust. Team members should:

- Provide admission counseling in the best interest of students, helping students determine their best academic, personal, and financial options.
- Educate students and families of their ethical responsibilities in the admission process, including counseling students that it is unethical to:
  - Submit false, plagiarized, or fraudulent statements on applications or other documents.
  - Maintain an active enrollment deposit or the equivalent at more than one college
  - Fail to notify colleges where they have decided to decline an offer of admission
- Avoid any appearance or presence of unethical behavior, including conflict of interest. Members of the admission team may not be compensated by commissions, bonuses, or other incentive payments, based on the number of students referred, recruited, admitted, or enrolled, nor offer accept any reward or remuneration to influence an admission, housing, scholarship, financial aid, or enrollment decision
- Not disseminate inaccurate, misleading or disparaging information about other secondary schools, colleges, organizations, or individual professionals

### Confidentiality: Guiding Principles and Rationale

The admissions process is built upon and depends on trust. An important component in building this trust is maintaining confidentiality. Team members should:

- Send and receive information about candidates in confidence and protect the confidentiality of all information that is shared
- Adhere to the institution's policies for confidentiality

- Not divulge an individual student's college application status, admission, enrollment, or financial aid and scholarship offers without express permission from the student

## Training

In order to remain compliant with this policy, members of the Admission Team are required to complete any ethic-related course assigned by the institution as part of its regular professional development process. In addition, the Director overseeing Admissions will provide specific training on the contents of this policy.