The primary purpose of Davidson College is to assist students in developing humane instincts and disciplined and creative minds for lives of leadership and service. In implementing its purpose, Davidson has chosen to be a liberal arts college, to maintain itself as a residential community of scholars, to emphasize the teaching responsibility of all professors, and to ensure the opportunity for personal relationships between students and teachers.

The Honor System that governs Davidson’s social and academic life demands commitment to the highest personal and community values. The essence of the system is set forth in the Honor Code, with the Code of Responsibility broadening those tenets to encompass all aspects of life within the college. Far from being mere pen-and-ink statements, the codes are a declaration by the entire college community—students, faculty, staff, and alumni—that the honorable course is the most just, and therefore the best. By forming a basis for campus life, the Honor System engenders an atmosphere of openness and mutual trust that is all too rare in higher education today. Please refer to The Red Book for complete information on the Honor Code.

Applications of the System

The Honor System brings a special freedom to campus life. Every student on campus has agreed in writing to abide by the Honor Code and the system of discipline it requires. Tests and examinations are not proctored, and professors readily assign take-home tests. Final examinations are self-scheduled, so that students may prepare for and take them in their preferred sequence and at their preferred hours. The library operates with open stacks, allowing students to wander freely and use quiet nooks and crannies for study and research. In short, the system allows students, faculty, and staff to have mutual confidence in each other’s words and actions. This atmosphere is self-perpetuating and enables students to live and learn together more easily.

From time to time there are violations of the community trust. Infractions are taken quite seriously and receive stern and prompt judgment from the Honor Council, a body of 30 students elected by their classmates to sit on six-member panels to hear and rule on alleged offenses. Great care is taken to give the accused a full and impartial hearing, and all convictions may be appealed to the faculty-student Review Board.

We at Davidson place a high value on the Honor System, for it ensures academic integrity on our campus and provides an open environment in which we live and study. We hope that you, as a prospective member of the college, will give thoughtful consideration to the information in this brochure as you reflect on Davidson.

The Honor Code can be excerpted simply

Each Davidson student is honor bound to refrain from stealing, lying about college business, and cheating on academic work… Cheating includes plagiarism… Each Davidson student is honor bound to report immediately all violations of the Honor Code of which the student has first-hand knowledge; failure to do so shall be a violation of the Honor Code.

The Code of Responsibility

As stated in the preamble to the Code of Responsibility, “The code is based upon the belief that Davidson’s educational purpose can best be advanced in a context which emphasizes the responsible use of freedom, as opposed to license. The aim of this code is to encourage individuals to develop responsible judgement capable of directing their conduct with a minimum of specific prohibitions.”

The code goes on to discuss general expectations in 13 areas, including student integrity, social behavior, and residence hall life. Disciplinary rights and powers are then set out in detail so that students are fully aware of the consequences of a breach of understanding.
Early Decision Candidate’s Agreement

We are happy to acknowledge your interest in applying Early Decision to Davidson.

Early Decision at Davidson is designed for students who know beyond a shadow of a doubt that Davidson is their first choice. Please give careful thought to your decision to apply early to Davidson. This decision means that you are making the important statement that Davidson is definitely your first choice, that you are not applying Early Decision to another college or university, and that if accepted to Davidson you agree to enroll and will withdraw immediately all applications for admission and scholarships to other colleges and universities. As you make the decision to apply early to Davidson, you should consult with your parents and guidance counselor.

To apply Early Decision please submit all of your application materials postmarked by November 15 for Plan I and January 2 for Plan II. We will mail notification letters in mid-December for Plan I and late January for Plan II. If you have any questions or concerns about applying Early Decision to Davidson, please call and talk with a member of the admission staff at 704-894-2230 or 800-768-0380.

Early Decision Need-Based Financial Aid

Admission decisions for U.S. citizens and permanent residents are made without regard to your family’s financial circumstances. While students and parents are expected to accept primary responsibility for financing college costs, Davidson maintains a strong program of need-based financial aid to help families afford the cost of a Davidson education. Through The Davidson Trust, our no-loan financial aid policy, 100 percent of calculated financial need is met with a combination of grants and student employment.

Because of the binding nature of applying Early Decision to Davidson, we realize that options for financing an education at Davidson may be of concern to you and may be an important part of your Early Decision commitment. Therefore, we encourage you to explore options for financial aid early in the fall. We will work closely with students and parents who are considering applying Early Decision to provide you with a realistic estimate of what your family may expect to contribute to your Davidson education. This may help guide you as you make the decision to apply early to Davidson.

Early Decision candidates who wish to be considered for need-based financial assistance may refer to the need-based aid instruction form included in this application. Early Decision accepted students who apply for financial aid will receive financial aid notification letters shortly after the admission decision letters.

If you have questions about the Early Decision process and financial aid, please call a member of our financial aid staff at 704-894-2232.

Merit Scholarships

Early Decision candidates will be equally considered for the full range of merit scholarships Davidson offers. Notification of these awards will be made by mid-April. Merit-based scholarships are given to a limited number of entering students. These awards are made without regard to financial need and are intended to reward scholastic promise, ability, character, and exceptional potential for future contributions to society as evaluated in the application for admission by members of the admission staff and the Faculty Committee on Admission and Financial Aid. For talent- and interest-specific scholarships, selection also may be based on the outcome of an audition, interview, portfolio review, or writing sample. If the receipt of a merit-based scholarship is a determining factor in the decision of where to enroll, we encourage you not to apply Early Decision.
EARLY DECISION CONTRACT

The Davidson community realizes that applying Early Decision represents a thoughtful commitment that Davidson is your first-choice college. We are pleased that you feel Davidson can help you reach your educational and personal goals. We look forward to getting to know you during the application process.

STUDENT AGREEMENT

I am applying to Davidson College under an Early Decision Plan.

☐ Plan I application complete by November 15; notification by mid-December
☐ Plan II application complete by January 2; notification by late January

I understand that to receive full consideration all forms and information must be postmarked by the stated deadline.

As an Early Decision applicant I affirm that:

* Davidson is my first-choice college.
* I have not applied Early Decision to another college or university.
* If accepted, I will enroll at Davidson.
* If accepted, I will withdraw immediately all applications for admission and scholarships at other colleges and universities. Failure to do so may result in my admission to Davidson being rescinded.

________________________________________________________________
Name (please print)
________________________________________________________________
Student Signature Date
________________________________________________________________
Birthdate (mm/dd/yy)
________________________________________________________________
High School

As parent(s)/guardian(s), I/we understand and affirm the commitment of Early Decision:

________________________________________________________________
Parent/Guardian Signature Date

KEEP A COPY FOR YOUR RECORDS.

Please return with Part II of your application.
Information and Essays

Check application plan:  ☐ Early Decision I  ☐ Regular Decision
☐ Early Decision II

Print your name _________________________________________________________________________________________

Last  First  Middle

Birthdate (mm/dd/yy) _________________________  Social Security No. __________________________________________

Mailing Address ________________________________________________________________________________________

Street/P.O. Box                                                                City                                    State,  Zip                           Country
__________________________________________________________________________________________________________________________________

Area Code/Telephone  E-mail address

Short Response and Book List  Please respond to both of the following on a separate sheet of paper.

A. Why Davidson?

B. List the books you have read in the past year for school or leisure. Place an asterisk by those books required for classes you have taken.

Personal Essay

This personal statement helps us become acquainted with you in ways different from courses, grades, test scores, and other objective data. It will demonstrate your ability to organize thoughts and express yourself. We are looking for an essay that will help us know you better as a person and as a student. Please write an essay (500–650 words) on one of the options listed below. Attach your essay on a separate sheet(s).

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.

2. The lessons we take from failure can be fundamental to later success. Recount an incident or time when you experienced failure. How did it affect you, and what did you learn from the experience?

3. Reflect on a time when you challenged a belief or idea. What prompted you to act? Would you make the same decision again?

4. Describe a problem you’ve solved or a problem you’d like to solve. It can be an intellectual challenge, a research query, an ethical dilemma—anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.

5. Discuss an accomplishment or event, formal or informal, that marked your transition from childhood to adulthood within your culture, community, or family.

(over)
**Academic Honors**

Briefly describe any scholastic distinctions or honors you have won, beginning with ninth grade:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Grade level or post-secondary (PS)</th>
<th>Approximate time spent</th>
<th>Positions held, honors won, or letters earned</th>
<th>Do you plan to participate in college?</th>
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</table>

Briefly describe your most meaningful activity.
Secondary School Report

Check application plan:  
☐ Early Decision I  ☐ Regular Decision
☐ Early Decision II

Please complete and return this form as soon as possible.

TO THE APPLICANT:  Please complete the top portion of this form, then give it to your college adviser or head of school.

Applicant’s Name:  _______________________________________________________________________________________

                           Last                                                                  First                                                                        Middle
Birthdate (mm/dd/yy) _________________________  Social Security No. ________________________________

Applicant’s Address: _____________________________________________________________________________________

       Street Address                                                City                                                    State                              Zip
School: _________________________________________________  Phone ____________________ CEEB _____________

I understand that the Family Educational Rights and Privacy Act (FERPA) provides me with the right to access my recommendations after enrollment. The two exceptions to this rule are if I waive my right to access below or if the institution does not save my recommendations post-matriculation.

☐ I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

☐ I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

TO THE COLLEGE ADVISER OR HEAD OF SCHOOL:

Please include an official copy of the student’s transcript and a copy of your school profile. In order to guarantee confidentiality, we will destroy all recommendations before parents or students have an opportunity to see them. Please complete all sections of this form and mail it by the appropriate deadline stated above.

Please Print Name __________________________________________  Position __________________________________________

Date _____________ Telephone_________________ Fax _________________ E-mail ________________________________

To your knowledge, has this student ever been placed on probation, suspended, or dismissed from school, or found guilty of an honor code violation?  ☐ Yes    ☐ No

Class Rank

☐ School does not rank.
This candidate most recently ranks _________________ in a class of _________________ students.

This rank is  ☐ Weighted          How many students share this rank? _________________
☐ Unweighted

If precise rank is not available, please estimate class standing.  ☐ Top 1–3%  ☐ Top 5%  ☐ Top 10%  ☐ Top 20%
☐ Top 30%  ☐ Top 50%  ☐ Lower 50%

Cumulative GPA: _____________  ☐ Weighted  ☐ Unweighted

Percent of graduating class attending four-year institutions is _________________.

Date of High School Grad. _________________

(over)
Summary and Recommendation (Photocopied reports are acceptable.)

1. Please write a summary appraisal of the candidate, assessing intellectual ability, character, maturity, integrity, independence, values, and any special talent or quality the student possesses. We are interested in specific events and unusual circumstances that will give us added insight into the strengths and weaknesses of the candidate. (Use a separate sheet of paper.)

2. Do you think that this candidate’s grades are a valid reflection of his or her academic abilities?

3. Compared to other college-bound students you have advised, how do you rate this student in terms of:

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<thead>
<tr>
<th>No Basis</th>
<th>Below Average</th>
<th>Average</th>
<th>Good (Above Average)</th>
<th>Very Good (Well Above Average)</th>
<th>Excellent (Top 10%)</th>
<th>Outstanding (Top 5%)</th>
<th>One of the top few met in my career</th>
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<tr>
<td>Academic achievement</td>
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<td>Disciplined work habits</td>
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<td>Oral expression</td>
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<td>Reaction to setbacks</td>
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<td>Emotional maturity</td>
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<td>Concern for others</td>
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<td>Character and integrity</td>
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<td>Respect accorded by faculty</td>
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<td>Respect accorded by peers</td>
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<td>Potential for growth</td>
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I recommend this student: ☐ With reservation  ☐ Fairly Strongly  ☐ Strongly  ☐ Most enthusiastically

Signed ___________________________  Length of time acquainted with candidate ____________

Rigor of Curriculum

Are classes taken on a block schedule?  ☐ Yes  ☐ No  If yes, in what year did block scheduling begin? ________________

Circle the caliber of this student’s academic program given the course offerings in your curriculum.

Most rigorous in all areas   Most rigorous in many areas   Most rigorous in some areas   Demanding   Average
**Mid-Year School Report**
(due only when available from your school)

Check application plan:  
☐ Early Decision I   ☐ Regular Decision  
☐ Early Decision II

TO THE APPLICANT:  
*Please complete the top portion of this form, then give it to your college adviser or head of school. Include a stamped envelope addressed to the above address.*

Applicant’s Name: ____________________________________________  Last  First  Middle  

Birthdate (mm/dd/yy) ___________________________  Social Security No. ___________________________

Applicant’s Address ____________________________________________  Street Address  City  State  Zip

Official Name of School ____________________________________________  Name  City  State  Zip

I understand that the Family Educational Rights and Privacy Act (FERPA) provides me with the right to access my recommendations after enrollment. The two exceptions to this rule are if I waive my right to access below or if the institution does not save my recommendations post-matriculation.

☐ I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

☐ I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

TO THE ADVISER OR HEAD OF SCHOOL:

*This Mid-Year Report form is to be used to report the candidate’s grades for the first term of the current school year and any significant additions/changes in academic, extracurricular, or character record. Please fill it out and return it to the above address when mid-year grades are available from your school.*

Please Print Name ____________________________  Position ____________________________  

Date _______________  Telephone ____________________________  Fax ____________________________  

E-mail ____________________________  

**Class Rank**

☐ School does not rank.

This candidate most recently ranks ________ in a class of ________ students.

This rank is  
☐ Weighted  ☐ Unweighted  

How many students share this rank? ________________

If precise rank is not available, please estimate class standing:  
☐ Top 1–3%  ☐ Top 5%  ☐ Top 10%  ☐ Top 20%  

☐ Top 30%  ☐ Top 50%  ☐ Lower 50%

Cumulative GPA now: _____________  ☐ Weighted  ☐ Unweighted

Percent of graduating class attending four-year institutions is ____________.
12th Grade Report (Mid-Year Report):

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>GRADES</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>List all carried during current year and indicate any that may be “advanced,” “honors,” or AP courses.</td>
<td>For period __________ through __________</td>
<td>Any courses designed to prepare students for the College Board Advanced Placement or International Baccalaureate Diploma Tests should bear the symbol (AP) or (IB)—i.e., Math V (AP). Regents grades may be entered here.</td>
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</tbody>
</table>

**COMMENTS:** Please comment on any significant additions to or changes in the candidate’s academic, extracurricular, or character record since your previous report and ratings.

How do you support this applicant’s request for admission to Davidson in terms of:

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<tr>
<th>No Basis</th>
<th>Below Average</th>
<th>Average</th>
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<td>Extracurricular accomplishments</td>
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<td>Personal qualities and character</td>
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</table>

I recommend this student: ☐ With reservation ☐ Fairly strongly ☐ Strongly ☐ Most enthusiastically

Signed ____________________________ Length of time acquainted with candidate ________________________
Academic Teacher Recommendation 1

Check application plan: ☐ Early Decision I ☐ Early Decision II ☐ Regular Decision

TO THE APPLICANT: Please complete the top portion of this form, then give it to one of your junior or senior teachers of English, math, science, foreign language, or social studies with a stamped envelope addressed to the above address. If you are applying Early Decision, please write ED on the envelope.

Applicant’s Name: ___________________________________________
               Last                                                                 First                                                                        Middle
Birthdate (mm/dd/yy) _________________________  Social Security No. __________________________________________

School Now Attending
________________________________________________________________________________________________________
               Name                                                                                                                    City                                                                 State                                    Zip

I understand that the Family Educational Rights and Privacy Act (FERPA) provides me with the right to access my recommendations after enrollment. The two exceptions to this rule are if I waive my right to access below or if the institution does not save my recommendations post-matriculation.

☐ I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
☐ I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

TO THE TEACHER: Please complete and mail this form by the appropriate deadline stated above.

Teacher Name (Please Print) ___________________________________________ Subject(s) taught this student
________________________________________________________________________________________________________
Mailing Address: Street                                                                 City                                                                 State                     Zip
________________________________________________________________________________________________________
E-mail                                                                                                      Phone

CONFIDENTIALITY: Recommendations are an important part of the admission process at Davidson. Since we believe that most recommenders prefer that their recommendations be kept strictly confidential, we destroy recommendations before any applicant or parent could have an opportunity to see them.

Background Information

How long have you known this student and in what context? ___________________________________________
________________________________________________________________________________________________________

What are the first words that come to your mind to describe this student? ___________________________________________
________________________________________________________________________________________________________

(over)
List the courses you have taught this student, noting for each the student’s year in school (10th, 11th, 12th), the level of difficulty (AP, accelerated honors, IB, elective, etc.), and grades.  

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I recommend this student:  □ With reservation  □ Fairly strongly  □ Strongly  □ Most enthusiastically

Signature ____________________________ Date ________________________

We appreciate your time and effort in completing this recommendation. Davidson admits qualified students and administers all educational and employment activities without discrimination because of race, color, religion, national origin, age, disability, sexual orientation, or gender, except where exemption is appropriate and allowed by law. The college does not discriminate on the basis of disability in the admission or education of students. An Associate Dean of Students will serve as the point of contact for all matters regarding disabled students, including students with learning differences. Disabled students who request help are able to receive individualized assistance.
**Academic Teacher Recommendation 2**

Check application plan: ☐ Early Decision I  ☐ Early Decision II  ☐ Regular Decision

**TO THE APPLICANT:** Please complete the top portion of this form, then give it to one of your junior or senior teachers of English, math, science, foreign language, or social studies with a stamped envelope addressed to the above address. If you are applying Early Decision, please write ED on the envelope.

Applicant’s Name:  ______________________________________________________________________________________  
Last                                                                 First                                                                        Middle

Birthdate (mm/dd/yy) _________________________  Social Security No. __________________________________________

School Now Attending  ____________________________________________________________________________________________________________  
Name                                                                                            City                                                                                 State                                          Zip

I understand that the Family Educational Rights and Privacy Act (FERPA) provides me with the right to access my recommendations after enrollment. The two exceptions to this rule are if I waive my right to access below or if the institution does not save my recommendations post-matriculation.

☐ I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

☐ I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

**TO THE TEACHER:** Please complete and mail this form by the appropriate deadline stated above.

Teacher Name (Please Print)  _______________________________  Subject(s) taught this student  _______________________________  

Mailing Address:  Street                                                                                            City                                                                                 State                     Zip

E-mail  _______________________________  Phone  _______________________________

CONFIDENTIALITY: Recommendations are an important part of the admission process at Davidson. Since we believe that most recommenders prefer that their recommendations be kept strictly confidential, we destroy recommendations before any applicant or parent could have an opportunity to see them.

**Background Information**

How long have you known this student and in what context? ____________________________________________________________

What are the first words that come to your mind to describe this student? ____________________________________________________________

List the courses you have taught this student, noting for each the student’s year in school (10th, 11th, 12th), the level of difficulty (AP, accelerated honors, IB, elective, etc.), and grades. ____________________________________________________________

______________________________________________________________________________________________________________

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(over)
Summary and Recommendation

1. Please feel free to write whatever you think is important about this student, including a description of academic and personal characteristics. We are interested particularly in the candidate’s writing ability, intellectual promise, maturity, integrity, originality, initiative, leadership potential and special talents. We welcome information that will help us differentiate this student from others. (Use a separate sheet of paper.)

2. Compared to other college-bound students you have taught, how do you rate this student in terms of:

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<thead>
<tr>
<th>No Basis</th>
<th>Below Average</th>
<th>Average</th>
<th>Good (Above Average)</th>
<th>Very Good (Well Above Average)</th>
<th>Excellent (Top 10%)</th>
<th>Outstanding (Top 5%)</th>
<th>One of the top few met in my career</th>
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<td>Academic achievement</td>
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<td>Independence, initiative</td>
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I recommend this student: □ With reservation □ Fairly strongly □ Strongly □ Most enthusiastically

Signature __________________________________________ Date ____________________

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Peer Recommendation

Check application plan: ☐ Early Decision I ☐ Early Decision II ☐ Regular Decision

TO THE APPLICANT: Please complete the top portion of this form, then give it to a classmate/close friend who knows you well and can evaluate your strengths. Include a stamped envelope addressed to the above address. If you are applying Early Decision, please write ED on the envelope.

Applicant’s Name: ____________________________________________

Last                                                                 First                                                                        Middle

Birthdate (mm/dd/yy) _________________________ Social Security No. __________________________________________

School Now Attending

________________________________________________________________________________________________________

Name                                                                                                                    City                                               State                                                Zip

TO THE PEER OF THE APPLICANT: Please complete and mail this form by the appropriate deadline stated above.

Peer Name (Please Print)                                                                 Peer Signature Date

________________________________________________________________________________________________________

Mailing Address: Street                                                               City                                                                                 State                     Zip

E-mail                                                                                  Phone

Your recommendation can provide useful information in ascertaining the competitiveness of this applicant. You know the applicant in a different way than do teachers, counselors, principals, and advisers. Your insights will help us to understand the nature and extent of the respect accorded to the applicant by peers. Since Davidson can select only a small number of the total applicant pool to fill each year’s entering class, your assessment of this applicant’s strengths and weaknesses will be important in our decision. Please feel free to attach additional sheets.

CONFIDENTIALITY: Recommendations are an important part of the admission process at Davidson. Since we believe that most recommenders prefer that their recommendations be kept strictly confidential, we destroy recommendations before any applicant or parent could have an opportunity to see them.

1. How long and how well have you known the applicant? Please give information about opportunities you have had to work with or observe the applicant.

2. Are you applying to Davidson College?

3. Are you familiar with Davidson College?

4. What do you see as the applicant’s strengths? Please give specific examples when possible.
5. What do you consider to be the applicant’s weaknesses? Again, it would be helpful to give specific examples by referring to activities or projects in which a weakness has emerged.

6. Character and personality

The following ratings will be used to compare this student with other very capable students. Please make them as realistic as you can in comparison with outstanding students applying to other leading institutions.

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<thead>
<tr>
<th>Below Average</th>
<th>Average</th>
<th>Good</th>
<th>Very Good</th>
<th>Excellent</th>
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<tr>
<td>Leadership</td>
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<tr>
<td>Overall recommendation</td>
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7. We welcome any additional statement you wish to make about the applicant.

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Financial Assistance

NEED-BASED FINANCIAL AID

Early Decision I and II
• By November 15: File CSS/Financial Aid PROFILE. Davidson code: 5150 (Early Decision I)
• In December: Early Decision I financial aid notification letters will be mailed
• By January 2: File CSS/Financial Aid PROFILE. Davidson code: 5150 (Early Decision II)
• In February: Early Decision II financial aid notification letters will be mailed
• By April 15: File Free Application for Federal Student Aid (FAFSA). Davidson code: 002918
• By April 15: Submit all completed tax documents (1040, W-2, etc.) to the College Board IDOC Service
• In May: updated financial aid notifications will be mailed

Regular Decision
• By February 15: File CSS/Financial Aid PROFILE—Davidson code: 5150
• By February 15: File Free Application for Federal Student Aid (FAFSA). Davidson code: 002918
• By February 15: Submit all completed tax documents (1040, W-2, etc.) to the College Board IDOC Service
• In March and April: Regular Decision financial aid notification letters will be mailed

MERIT-BASED SCHOLARSHIPS
• All admitted students will be considered for appropriate merit-based scholarships
• Please refer to this booklet for information on merit scholarship nomination, application, and selection processes

FINANCIAL ASSISTANCE CHECKLIST

U.S. Citizens and Permanent Residents
submit the following:

☐ CSS/Financial Aid PROFILE
☐ Free Application for Federal Student Aid (FAFSA)
☐ Parents’ and students’ signed 2014 federal income—tax returns, W-2 forms, and verification worksheet
☐ Merit-Based Scholarships (online) OPTIONAL

Non-U.S. Citizens
submit the following:

☐ International Certification of Finances (required)
☐ International Student Financial Aid Application—or—
☐ CSS/Financial Aid PROFILE
☐ Merit-Based Scholarships (online) OPTIONAL

Please keep detailed records of the dates you send or submit documents or forms to Davidson and other agencies. We also encourage you to make a photocopy of every completed form.