

National Association for College Admission Counseling (NACAC) sponsors 47 National College Fairs™ in the U.S. that you are invited to attend free of charge.

Visit [www.nacacnet.org](http://www.nacacnet.org), Events Calendar for the college fair schedules.



## THINKING ABOUT COLLEGE? THINK OF US.

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If you would like additional copies of this brochure, contact the NACAC national office:

### Students' Rights and Responsibilities

1631 Prince Street  
Alexandria, VA 22314-2818

Phone: 703/836-2222  
800/822-6285  
Fax: 703/ 836-8015

[www.nacacnet.org](http://www.nacacnet.org)

If you need more information about college admission, contact the counselors in your school. They want to help you make good decisions about your future.

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# STUDENTS' RIGHTS AND RESPONSIBILITIES

in the College Admission Process

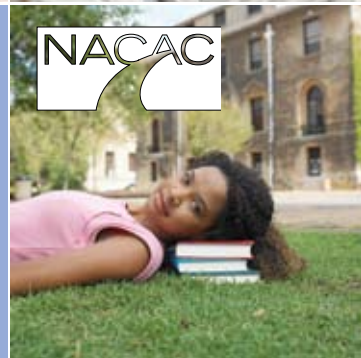


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## PROSPECTIVE STUDENTS HAVE THE RIGHT TO KNOW:

### Colleges Must Provide:

#### General:

- The cost of attending an institution, including tuition, books and supplies, housing, and related costs and fees
- Requirements and procedures for withdrawing from an institution, including refund policies
- Names of associations that accredit, approve or license the institution
- Special facilities and services for disabled students.

#### Academics:

- The academic program of the institution, including degrees, programs of study, and facilities
- A list of faculty and other instructional personnel
- A report on completion or graduation rates at the college
- At schools that typically prepare students for transfer to a four-year college, such as a community college, information about the transfer-out rate.\*

\* For more information about transferring from a two-year to a four-year institution, see *The College Transfer Student in America: The Forgotten Student* (\$80 non-member/\$55 member; 2004; Item 9022. (Order at [www.aacrao.org/publications/catalog.cfm](http://www.aacrao.org/publications/catalog.cfm).)

#### Financial Aid:

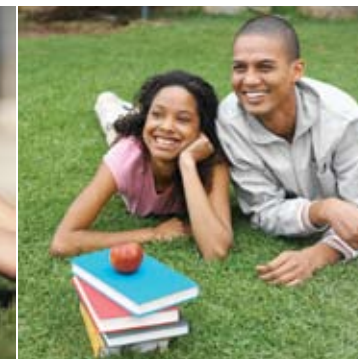
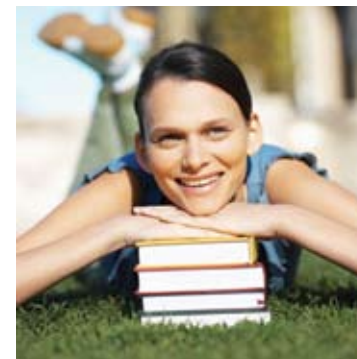
- The types of financial aid, including federal, state and local government, need-based and non-need based, and private scholarships and awards
- The methods by which a school determines eligibility for financial aid; how and when the aid is distributed
- Terms and conditions of campus employment, if financial aid is delivered through a work-study aid program.

For more information about student financial aid, visit [www.studentaid.gov](http://www.studentaid.gov).

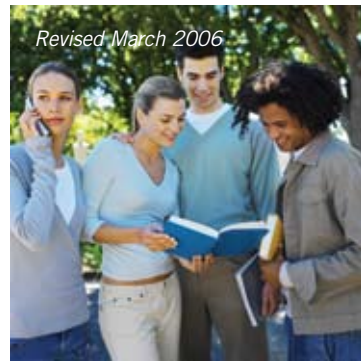
#### Campus Security:

- Procedures and policies for reporting crimes and emergencies on campus, as well as the system of adjudication
- The number and types of crime reported on and around campus
- The school's drug offense policy, as well as descriptions of the school's drug awareness and drug use prevention programs.

To compare campus crime statistics for different colleges, visit <http://ope.ed.gov/security>.



You can obtain much of this information at the "College Opportunities OnLine (COOL)" Web page, operated by the U.S. Department of Education at: <http://nces.ed.gov/ipeds/cool/> or visit the "Student Guide" at: [www.studentaid.ed.gov/students/publications/student\\_guide/index.html](http://www.studentaid.ed.gov/students/publications/student_guide/index.html).



# STUDENTS' RIGHTS AND RESPONSIBILITIES

in the College Admission Process

An outgrowth of NACAC's Statement of Principles of Good Practice, the Students' Rights Statement makes clear to entering college students those "rights" that are only alluded to by the Principles of Good Practice. It also spells out the responsibilities students have in the admission process.



## When You Apply to Colleges and Universities, You Have

# RIGHTS

### Before You Apply:

- You have the right to receive factual and comprehensive information from colleges and universities about their admission, financial costs, aid opportunities, practices and packaging policies, and housing policies. If you consider applying under an early admission plan, you have the right to complete information from the college about its process and policies.
- You have the right to be free from high-pressure sales tactics.

### When You Are Offered Admission:

- You have the right to wait until May 1 to respond to an offer of admission and/or financial aid.
- Colleges that request commitments to offers of admission and/or financial assistance prior to May 1 must clearly offer you the opportunity to request (in writing) an extension until May 1. They must grant you this extension and your request may not jeopardize your status for admission and/or financial aid.
- Candidates admitted under early decision programs are a recognized exception to the May 1 deadline.

### If You Are Placed on a Wait/Alternate List:

- The letter that notifies you of that placement should provide a history that describes the number of students on the wait list, the number offered admission, and the availability of financial aid and housing.
- Colleges may require neither a deposit nor a written commitment as a condition of remaining on a wait list.
- Colleges are expected to notify you of the resolution of your wait list status by August 1 at the latest.

## When You Apply to Colleges and Universities, You Have

# RESPONSIBILITIES

### Before You Apply:

- You have a responsibility to research, and to understand and comply with the policies and procedures of each college or university regarding application fees, financial aid, scholarships, and housing. You should also be sure you understand the policies of each college or university regarding deposits you may be required to make before you enroll.

### As You Apply:

- You must complete all material required for application and submit your application on or before the published deadlines. You should be the sole author of your applications.
- You should seek the assistance of your high school counselor early and throughout the application period. Follow the process recommended by your high school for filing college applications.
- It is your responsibility to arrange, if appropriate, for visits to and/or interviews at colleges of your choice.

### After You Receive Your Admission Decisions:

- You must notify each college or university that accepts you whether you are accepting or rejecting its offer. You should make these notifications as soon as you have made a final decision as to the college you wish to attend, but no later than May 1. It is understood that May 1 will be the postmark date.
- You may confirm your intention to enroll and, if required, submit a deposit to only one college or university. The exception to this arises if you are put on a wait list by a college or university and are later admitted to that institution. You may accept the offer and send a deposit. However, you must immediately notify a college or university at which you previously indicated your intention to enroll.
- If you are accepted under an early decision plan, you must promptly withdraw the applications submitted to other colleges and universities and make no additional applications. If you are an early decision candidate and are seeking financial aid, you need not withdraw other applications until you have received notification about financial aid.

If you think your rights have been denied, you should contact the college or university immediately to request additional information or the extension of a reply date. In addition, you should ask your counselor to notify the president of the state or regional affiliate of the National Association for College Admission Counseling in your area. If you need further assistance, send a copy of any correspondence you have had with the college or university and a copy of your letter of admission to:

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## Definitions of Admission Options in Higher Education

### Non-Restrictive Application Plans

#### Regular Decision

Definition: Students submit an application by a specified date and receive a decision in a clearly stated period of time.

*Commitment: Non-binding*

#### Rolling Admission

Definition: Institutions review applications as they are submitted and render admission decisions throughout the admission cycle.

*Commitment: Non-binding*

#### Early Action (EA)

Definition: Students apply early and receive a decision well in advance of the institution's regular response date.

*Commitment: Non-binding*

### Restrictive Application Plans

#### Early Decision (ED)

Definition: Students make a commitment to a first-choice institution where, if admitted they definitely will enroll. The application deadline and decision deadline occur early.

*Commitment: Binding*

#### Restrictive Early Action (REA)

Definition: Students apply to an institution of preference and receive a decision early. They may be restricted from applying ED or EA or REA to other institutions. If offered enrollment, they have until May 1 to confirm.

*Commitment: Non-Binding*

