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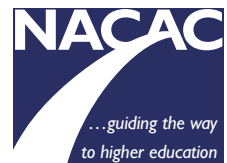
800.822.6285

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

Students' Rights and Responsibilities

c/o National Association for College Admission Counseling
1631 Prince Street
Alexandria, VA 22314-2818

If you need more information about college admission, contact the counselors in your school. They look forward to hearing from you.



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Students' Rights and Responsibilities

In the College Admission Process

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Prospective students have the right to know:

Students applying to college have the right to certain information about colleges and universities, and about how much it costs to go to college. The U.S. government requires that colleges and universities provide prospective students with the following information.

Most colleges and universities post this information on their Web site. In addition, campuses are required to dedicate at least one staff member as a "customer service" information provider. College admission offices will be able to direct you to that staff member to facilitate your request for information.

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

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 <http://www.ed.gov/offices/OSFAP/Students/>

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/>

For more information about laws that protect your rights as a student, visit: <http://www.students.gov>
Or see the "Student Guide" at: http://www.ed.gov/prog_info/SFA/StudentGuide



Students' Rights and Responsibilities

In the College Admission Process

Revised July 2003

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.

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 understand 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. 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:

NACAC, 1631 Prince Street
Alexandria, VA 22314-2818.

Common Admission Definitions:

Early Decision is the application process in which students make a commitment to a first-choice institution where, if admitted, they definitely will enroll. Should a student who applies for financial aid not be offered an award that makes attendance possible, the student may decline the offer of admission and be released from the early decision commitment.

Early Action is the application process in which students make application to an institution of preference and receive a decision well in advance of the institution's regular response date. Students who are admitted under early action are not obligated to accept the institution's offer of admission or to submit a deposit until the regular reply date (not prior to May 1).

Regular Decision is the application process in which a student submits an application to an institution by a specified date and receives a decision within a reasonable and clearly stated period of time, but not later than April 15.

Rolling Admission is the application process in which an institution reviews applications as they are completed and renders admission decisions to students throughout the admission cycle.

Wait List is an admission decision option utilized by institutions to protect against shortfalls in enrollment. Wait lists are sometimes made necessary because of the uncertainty of the admission process, as students submit applications for admission to multiple institutions and may receive several offers of admission. By placing a student on the wait list, an institution does not initially offer or deny admission, but extends to a candidate the possibility of admission in the future, before the institution's admission cycle is concluded.

