

National Association for College Admission Counseling (NACAC) sponsors 54 National College Fairs™ in the U.S. that you are invited to attend free of charge.

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



# PROSPECTIVE STUDENTS HAVE THE RIGHT TO KNOW:

## STUDENTS' RIGHTS AND RESPONSIBILITIES

in the College Admission Process

THINKING ABOUT COLLEGE? THINK OF US.  
WWW.NACACNET.ORG • 800/822-6285

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

**Students' Rights and Responsibilities**

1050 N. Highland Street  
Suite 400  
Arlington, VA 22201

Phone: 703/836-2222  
800/822-6285  
Fax: 703/243-9375

[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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### Colleges Must Provide:

**General:**

*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 US government requires that colleges and universities provide prospective students with the following information.*

*Most colleges and universities post this information on their Web sites. 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 answer your questions.*

- The cost of attending an institution, including tuition, books and supplies, housing, and related costs and fees
- An estimation of the net price of attending an institution for the individual student (equal to the cost of attending minus anticipated scholarships and grants) through a Net Price Calculator on an institution's Web site
- 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
- Student activities and career and placement services offered by the institution (made available on the institution's Web site)
- Information about student body diversity (including gender, racial, and socioeconomic diversity).



### Academics:

- The academic program of the institution, including degrees, programs of study, and facilities
- Any plans by the institution for improving the academic program
- A list of faculty and other instructional personnel
- A statement of the institution's transfer of credit policies, including any established criteria used regarding the transfer of credit and a list of institutions with which the institution has an established transfer agreement

### Financial Aid:

- The types of financial aid, including federal, state and local government, need-based and non-need based, and institutional and private financial aid available to students who enroll at the institution
- The eligibility requirements and procedures for applying for aid; 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, and of federal loans
- The rights and responsibilities of students receiving federal financial aid, including criteria for continued student eligibility and standards for satisfactory academic progress
- Terms of any loan received as part of financial aid package, a sample loan repayment schedule, and the necessity for repaying loans.

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

### Outcomes:

- The retention and graduation rates of certificate- or degree-seeking, first-time, undergraduate students, as

- well as graduation rates categorized by gender, race, and federal aid recipient status
- At schools that typically prepare students for transfer to a four-year college, such as a community college, information about the transfer-out rate.
- Information regarding the placement in employment of, and types of employment obtained by, graduates of the institution's degree or certificate programs (if the institution calculates placement rates)
- Information regarding the types of graduate and professional education in which graduates of the institution's 4-year degree programs enroll.

### 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.

- Policy regarding campus sexual assault prevention programs and the procedures to be followed once a sex offense has occurred
- Missing student notification policies and procedures
- Policies regarding emergency response and evacuation procedures
- An annual fire safety report

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

### Vocational Training Programs Only:

- The occupations that the program prepares students to enter
- The on-time graduations rate of students entering the program
- The cost for completing the program, including costs for tuition and fees, room and board, and other institutional costs typically incurred by students enrolling in the program
- The placement rate for students completing the program
- The median loan debt incurred by students who completed the program

You can obtain much of this information at the "College Navigator" Web page, operated by the U.S. Department of Education at: <http://nces.ed.gov/collegenavigator/> 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).

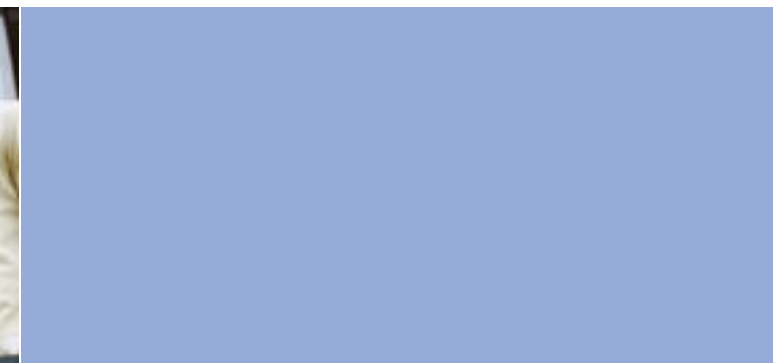


Revised February 2012

# 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 from the admitting early decision institution.

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*

