Thinking about college?  
Think of us.  
www.nacacnet.org • 800/822-6285

Students' Rights and Responsibilities 
in the College Admission Process

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

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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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, Events Calendar for the college fair schedules.

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.

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.

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.

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 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.

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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://cools.ed.gov/ or visit the “Student Guide” at: www.studentaid.ed.gov/ students/publications/student_guide/index.html.
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 respond (in writing) an extension until May 1. They must grant you this extension and your request may not jeopardize your opportunity to request (in writing) an extension until May 1.
• You have the right to request additional information or to withdraw your application if you are admitted under an early decision plan.
• Candidates admitted under early decision programs are a recognized exception to the May 1 deadline.

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 to other institutions. If offered enrollment, they have until May 1 to confirm. Commitment: Non-Binding

Non-Restrictive Application Plans