

National Association for College Admission Counseling (NACAC) sponsors 44 National College Fairs™ in the U.S. that you are invited to attend free of charge.

Visit www.nacac.com/fairs.html for the college fair schedules.

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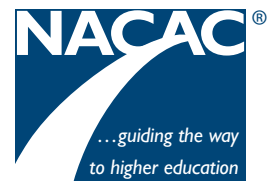
800.822.6285

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

Transfer 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.



National Association for College Admission Counseling
www.nacac.com

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Transfer Students' Rights and Responsibilities

In the College Admission Process

National Association for College Admission Counseling
1631 Prince Street ■ Alexandria, VA 22314-2818
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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



Transfer Students' Rights and Responsibilities

In the College Admission Process

Revised July 2003

Transfer students also have rights and responsibilities in the admission process. This Statement provides guidelines that are uniquely applicable to students who transfer from one institution to another.

When You Apply to Transfer from one College or University to Another You Have

Rights

Before You Apply:

- You have the right to receive information from colleges and universities about their transfer admission requirements, including all documents required for admission, housing, and comprehensive information about their institutions' costs, aid opportunities, practices, and packaging policies.
- You have the right to receive information about transfer of courses, credit hours, quality points, and degree requirements. This includes information about transferring courses with grades below a "C," courses you may have repeated, and credit previously granted by examination or advance placement.
- You should know admission officers at NACAC member institutions will not recruit students who are currently enrolled at other institutions unless those students initiate the inquiries, or unless institutions that provide transfer programs seek such cooperation.

When You Are Offered Admission:

- You have the right to receive an official notification of acceptance and at least one month prior to enrollment:

Written evaluation of courses and credits accepted for transfer credit and their course equivalences;

An outline of transfer courses and requirements which these courses and requirements will satisfy for the degree you are seeking;

A statement about your previous grade-point average/quality points and how they will affect or not affect (your new index);

A written analysis of the number of semesters/quarter-hours and credits required to complete a degree in your currently stated major field of study (if applicable).

- You have the right to wait to respond to an offer of admission and/or financial aid until May 1. It is understood that May 1 will be the postmark date.

- Colleges that request commitments to offers of admission and/or financial assistance housing 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.

When You Apply to Transfer from one College or University to Another You Have

Responsibilities

Before You Apply:

- You have the responsibility to research and understand the transfer policies and procedures of each college and university to which you plan to apply, including admission, financial aid, scholarships and housing. This includes being aware of any deadlines, restrictions and other transfer criteria. You also have to be sure that you understand the policies of each college or university regarding deposits that you may be required to make before you enroll.

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.

As You Apply:

- You must complete all materials required for application and submit your application materials on or before the published deadlines. You should be the sole author of your applications.

After You Receive Your Admission Decisions:

- You must notify each college or university which 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.
- 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 placed 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 think your rights as a transfer applicant have been denied, you should contact the college or university immediately to request additional information. In addition, you should notify:

NACAC, 1631 Prince Street
Alexandria, VA 22314-2818

NACAC will notify the president of the NACAC state or regional affiliate who will initiate an investigation of your complaint.

