



## **College Counseling Policies and Procedures**

### **TRANSCRIPT RELEASE FOR COLLEGE/SCHOLARSHIP APPLICATIONS**

Transcript requests require a minimum two days' notice for the release of a transcript.

#### **FINAL TRANSCRIPT**

Bellarmino does not support committing to more than one school. Students must commit by May 1<sup>st</sup> of senior year. A final transcript will be sent to only one college at the end of June if all Bellarmine fees are paid. Transcripts will be held if there is an outstanding balance.

#### **CHANGING SCHEDULES OR DROPPING CLASSES**

If you drop or add a course at any point after the drop/add period or at semester, we are obligated to inform colleges and trust that you will do the same with an explanation for the change. We are obligated to inform colleges of a significant grade change in any and all classes at any point throughout the course of senior year.

#### **CLASS RANK AND GPA**

Bellarmino does not rank its students and provides an unweighted GPA. If you are asked to provide a rank, it is appropriate to say that your school does not rank. Bellarmine reports, and indicates on its transcript, a cumulative unweighted grade point average for all high school coursework. Honors and AP courses are noted on the transcript.

#### **EARLY DECISION**

Bellarmino abides by Early Decision commitments. It is the school's obligation to notify colleges when a commitment has been broken. If you are accepted to a college under a binding Early Decision plan, your transcript will not be sent to other colleges. Regular Decision and Early Action plans are non-binding and do not require the same commitment as Early Decision.

#### **FILING APPLICATIONS/DEADLINES**

You are responsible for observing in-school deadlines for application processing. In-school deadlines are sometimes several weeks before the college deadlines. You are responsible for ensuring you have met all requirements as well as sending your applications and test scores to the colleges to which you apply.

#### **RECOMMENDATIONS**

Students will ask one teacher for a letter of recommendation in spring of their junior year. Students will only ask a second teacher if the college they are applying to requires two teacher letters (ex: Stanford, Boston College, Yale). Students are responsible for knowing how many teacher letters are required by each of their schools. Only one teacher letter is sent to colleges, unless the school requires two.

Even if one of your schools requires two teacher letters, many other colleges limit the number of recommendations that may be sent on your behalf. You must be aware of these limits in order for the "primary" letter to be sent to colleges through Naviance. (Example: University of Notre Dame allows only one teacher recommendation; if you have asked two teachers to write recommendations, only one of those recommendations will be released). The Senior Questionnaire must be completed before any letters are written.

Bellarmino cannot process nor send letters of recommendation from members outside of the Bellarmine community, so if you acquire an outside recommender from anyone not currently affiliated with the school, you must work directly with the recommender to send the letter via mail, fax or e-mail to your colleges.

If policies and procedures and deadlines have been followed, your counselor will send a confidential school report/letter of recommendation on your behalf to each college to which you apply. Teacher and counselor letters of recommend can also be used for scholarship applications. It is policy that students must waive their rights to see letters of recommendation.

#### **DISCIPLINARY DISCLOSURE POLICY OF SUSPENSIONS**

Suspension is applied to a student by the Dean of Students, is formally noted in a student's records, and is reported to colleges/universities when they inquire during the application process. As a member of the National Association of College Admissions Counseling (NACAC), Bellarmine will, when requested on the college/university's application for admission, report student conduct records to colleges— specific to suspensions or dismissal. In the college admissions process, students may be asked by the college to which they apply about their discipline record and are expected to be truthful in their answer. The student's college counselor will work with the family to best address each situation. Should suspension occur after college applications have been filed and prior to graduation, Bellarmine still considers it reportable to those colleges that specifically asked about disciplinary action in the application process.

## LEARNING DIFFERENCES/MEDICAL DISCLOSURES

In cases of learning differences, medical constraints, and mental health, it is up to you and your parent(s) to decide what information should be released to colleges. We must have permission to disclose any such issues to colleges in the school's letter of recommendation, and this permission must be explicitly indicated in the Senior Questionnaire found under the About Me tab in Naviance.

## TEST SCORES

Bellarmine **cannot** send official test scores. Colleges require an official test score report sent by the student. You decide what scores you want disclosed and are responsible for having the test scores sent to the colleges by the appropriate testing service(s). For SAT, scores are sent from your account at **collegeboard.org**. For ACT, scores are sent from your account at **actstudent.org**. It takes approximately 2-3 weeks for scores to arrive once they have been ordered, so students should send these well in advance of their college deadlines. You are responsible for knowing whether or not the college you are applying to requires SAT Subject Tests. Students can choose four colleges to have their scores automatically sent to for free when they register for the SAT or ACT.

## SAT/ACT FEE WAIVERS

If you cannot afford the registration fee for the ACT Plus Writing or the SAT with Essay, you may be eligible for a fee waiver. (Limited to 2 ACT fee waivers, 2 SAT fee waivers, and 2 Subject Test fee waivers.) Information about the eligibility requirements and how to request a fee waiver can be obtained from the college counselors. You must meet **all** of the following requirements:

- Currently enrolled at Bellarmine in the 11th or 12th grade.
- Either a United States citizen or testing in the U. S., U.S. territories, or Puerto Rico.
- Meet one or more indicators of economic need listed on the ACT or SAT Fee Waiver form:  
<https://collegereadiness.collegeboard.org/sat/register/fees/fee-waivers>

## APPLICATION FEE WAIVERS

For families who meet income guidelines and are eligible for ACT/SAT fee waivers, Bellarmine will sign five Common Application fee waivers. Students who take the SAT with a fee waiver will receive another four application fee waivers via e-mail or mail. Applying to nine total colleges allows the student to achieve a balanced college list. If you would like to apply to more than nine schools, you will be responsible for all other application fees.

## COACHES / NCAA & NAIA

Once the student-athlete has signed an information release form, they are provided a copy of their unofficial transcript. Copies of the unofficial transcripts may be requested by the student-athlete to give to coaches. Any students that want to be eligible for NCAA Division I/II or NAIA, must register on the NCAA or NAIA Eligibility Center. An official transcript will be sent by the school to the Eligibility Center. Student-athletes must also send their test scores to the NCAA or NAIA Eligibility center. These policies are consistent with NCAA rules. It is the responsibility of the student to communicate completely with the colleges where they are pursuing athletics to ensure they are academically eligible.

## COLLEGE ADMISSIONS INFO SESSIONS

During the fall of the academic year, Bellarmine hosts college representatives so that students may make more informed decisions about colleges. Seniors and juniors may attend as many meetings as they would like at times when they do not have class, but they are urged to limit the number of meetings that occur during class time. It is the student's responsibility to sign up on Naviance, obtain a College Info Session Pass from the Counseling Office, and secure the teacher's signature on it to be excused from class. With respect to the teacher, this request should be completed at least 24 hours in advance of the scheduled information session. Students are accountable for all class work and assignments missed in any class from which you were excused. Permission to attend these visits is at the teacher's discretion. The meetings with college representatives during the school day are intended for students only, and notparents.

## COLLEGE VISITATION DAYS

If students are going to miss school for a college visit, a planned absence form must be submitted 3 days in advance to the Attendance Office. Students are responsible for any class work missed.

## SENIOR COLLEGE MEETING

Students will schedule a meeting with their counselor at the beginning of senior year. There are three tasks that must be completed before this meeting can be scheduled:

- 1) Completion of the Senior Questionnaire on Naviance.
- 2) Completion of the Application Plan (found on Naviance in the Document Resources).
- 3) Match Common App and Naviance accounts.

*These policies and procedures are designed to make the process efficient and to reduce stress for students and families. The completion of tasks and meeting of deadlines is imperative in making the college application process as smooth as possible. We look forward to supporting you throughout the process!*

*Thank you! –Bellarmine Counseling Department*