WILEY. GO FORTH inspired.

ADMINISTRATIVE POLICY #03-10-09-05 (2018)

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS) REPORTING POLICY

Policy Title: NSLDS Reporting Policy

Policy Type: Administrative

Policy Number: #03-10-09-05-2018

Approval Date: 11/13/2018

Responsible Office: Office of the Registrar

Responsible Executive: Provost/Vice President for Academic Affairs

Applies to: National Student Clearinghouse (NSC) Data

POLICY STATEMENT

DEFINITIONS

Word/Term: NSLDS

CONTACT(S)

The Office of the Provost/Vice President for Academic Affairs officially interprets this policy. Although the Office of the Registrar has direct involvement in the determination of whether or not the guidelines for this policy are met, the Office of the Provost/Vice President for Academic

Affairs is responsible for obtaining approval for any revisions as required by the Executive Cabinet. Questions regarding this policy should be directed to the Provost/Vice President for Academic Affairs.

STAKEHOLDER(S)

Division of Academic Affairs; Office of the Registrar

TITLE: NSLDS REPORTING POLICY

Overview

The Enrollment Reporting policy details how Wiley College confirms and reports the enrollment status of all Title IV students and previous Title IV students who transfer to the College

Policy

The College contracts with the National Student Clearinghouse (NSC) to complete the enrollment reporting requirements. The College confirms and reports the enrollment status of all students to the NSC. The NSC will use the data file provided by the College to complete the Enrollment Reporting file from the National Student Loan Data System (NSLDS). NSC will provide this information to the participating guaranty agencies, lenders, and servicers.

Using NSC as Enrollment Reporting Servicer

Even though the College uses NSC for enrollment reporting, the College remains responsible for submitting timely, accurate, and complete responses to Enrollment Reporting roster files and for maintaining appropriate documentation. NSLDS will send the roster to NSC; however, if the response is not received in a timely matter, NSLDS will notify the College rather than NSC.

Normal Reporting Schedule

The College provides the enrollment information to the US Department of Education every 30 days. NSC consolidates all the data the College sends to them and uses the most recent information to populate the monthly NSLDS enrollment roster. Any changes in enrollment status to less than half-time, graduated, or withdrawn will be reported within 30 days of becoming aware of the change.

Reporting Requirements

The College will certify enrollment at the location level using the eight-digit Office of Postsecondary Education Identifier (OPEID) (also known as Classification of Instructional Programs [CIP] codes). The applicable enrollment status, the effective date of the status, and the anticipated completion date (ACD) of all borrowers attending the College will be reported. The enrollment status codes must be reported both in the Campus-Level Record, representing the

student's overall enrollment at the school and in the Program-Level Record, for each of the academic programs the student attended.

Enrollment Status categories

Code	Status	ED Guidance for Determining Status and Date	How the College Reports the Status Start Date for Enrollment Statuses
F	Full-time	Date on which the student most recently began uninterrupted enrollment on a full-time bases.	The status start date is not reported on the on weekly SSCR report. It is determined by NSC based on the first-day of the term (which is the course start date associated with the first ARA that triggered the full-time status).
L	Less than half-time	Date student dropped below half time or is less than half time is the original status, the date on which the student most recently began uninterrupted enrollment on a less than half-time basis.	The start date of the term date is reported.
A	Leave of Absence (LOA)	Date the student began an approved leave of absence	The start date of the approved leave of absence
G	Graduated	Date the student completed the course requirements (not presentation date of the diploma or certificate)	The academic complete date for the program (which is the end date of the late course)
W	Withdrawn	Date student officially withdraws or in the absence of a formal withdrawal the last recorded date of attendance. In the case of	The student's OLDA at the time the system updates the status

		the student who completes a term and does not return for the next term, leaving the course of study uncompleted, the final day of the term in which the student was last enrolled	
D	Deceased	Date of death, if known; otherwise, the date the school was notified of the death by reliable source	The date of death (when provided) or the date the College received the request in any event the date of death is not provided.

Status Start Date

The College will report the status start date (status effective date) if the student has a Graduated (G), Deceased (D), Withdrawn (W), Less Than Half Time (L), or is on an approved LOA (A) status.

Anticipated Graduation Dates

The anticipated graduation date is the date the student is projected to graduate and will be required only for enrollment data and students with F, L, or A statuses.

PUBLICATION

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:
- Communicate the policy in writing, electronically or otherwise, to the College community, including current and prospective students, within 14 days of Board approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of Board approval;
- Post the policy on the Division of Academic Affairs, Enrollment Service Office and College Registrar web pages and any other related webpage's, all student handbooks, and College catalogs; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: 11/13/2021

- Approval by, date: Executive Cabinet, 11/13/2018

- Revision History: <u>MM/DD/YYYY</u>

- Supersedes:

RELATED DOCUMENTS

1. Class Attendance Policy #03-10-09-01
2. Incomplete Grade Awarding and Removal Policy #03-10-09-03
3. Course Enrollment Verification, End-of- Semester Grade Verification, and Non-Attendance Reporting Policy #03-10-09-06
4. Student Withdrawal Policy #03-10-09-04

FORMS

Student Withdrawal Form