Adrian College
www.adrian.edu

Data Integrity Notification Guidelines

Effective: January 28, 2021
Revision: October 29, 2021
Revision: December 01, 2021
Revision: August 26, 2022
Revision: October 1, 2022

National Student Clearinghouse - National Student Loan Data System Reporting

This policy outlines the reporting of student enrollment information to the National Student Clearinghouse (NSC). The Term schedule below only pertains to reporting student enrollment information to the NSC and does not include the additional time NSC takes to certify and process the file submissions as well as the additional time the National Student Loan Data System (NSLDS) takes to retrieve enrollment data from the NSC. Enrollment data will be submitted for all students who are enrolled in degree-seeking and approved certificate programs that are eligible for federal financial aid and whose enrollment status with the college drops below half-time (i.e., less than half time, withdrawn, or graduated). Adrian College will provide this data to the NSC using Option 4: "Graduated from Degree Verify." Adrian College submits enrollment data according to the schedule outlined below to adhere to federal regulations.

Fall and Spring Terms**	
First of Term	Within 21 days of term start date
Subsequent of Term	Within 60 days of term start date
Subsequent of Term	Within 90 days of term start date
End of Term	14 days after term end date
Degree Verify- Graduates Only^	Within 30 days of Degree conferral date*

May and Summer Terms**	
First of Term	14 days after term start date
End of Term	14 days after term end date
Degree Verify- Graduates Only^	Within 30 days of Degree conferral date*

1. The Registrar will ensure the related fields (i.e. enrollment and status dates are correct) in the Student Information System (SIS) are accurate and filled out before Information Technology administrators (IT) exports the data.
   a. When incoming students are classified as "enrolled", IT will set the anticipated graduation date on the student record.
   b. IT will adjust anticipated graduation dates for the transfer students and will be recorded at four years.
   c. The Registrar will modify anticipated graduation dates as needed.
   d. If Financial Aid identifies missing data, they will immediately notify the Registrar.

2. IT will export the data per the NSC specifications from the SIS into an Excel file.
   a. Tuesday after the Census date for the First of Term (IT confirm with Registrar)
   b. Two weeks for Subsequent Terms
   c. Friday after grades are due before submission due date for the End of Term

3. IT will then send the Registrar the data for verification before NSC submission due date as outlined above.

4. Once the data is verified by the Registrar, IT will then submit the verified files to the NSC before the submission due date as outlined above.

5. Upon file submission to NSC, NSC will notify via email if there are any issues with the submitted file format that need to be corrected. These will be corrected by IT.

6. Upon receipt of a Student Status Confirmation Report (SSCR) email, the Registrar will log into NSC and correct the identified errors as they appear on the SSCR report. The Registrar, IT, and Financial Aid will all be on the error email list and work together.

7. The Registrar will update a student's enrollment information directly into the NSC database when their graduated status date has changed after the 60-day degree verify data has been submitted.

Notes:

^Adrian College has three official graduation conferral dates per academic year: Fall, Spring, August 1st.

*Adrian College will use the information on file in the student information system, Blackbaud, to complete enrollment reporting.

* Any error resolution required by the NSC willbe reviewed and completed by the Registrar and IT. All necessary changes will be submitted electronically using the NSC secure portal.

*60 Days Degree Verify of Graduates Only will be included in the First of Term Reporting for the next semester.

*The NSLDS will obtain necessaryinformation from the NSC once the file is processed.

**A specific calendar will be defined at the start of each academic year with institutional due

dates. Registrar will provide annual calendar "maintenance" to ensure the accuracy of the NSC term start/end date in the NSC portal.

Student Initiated Withdrawal Process

Step 1: Students should pick up a withdrawal checklist from the Registrar's Office and are prompted to complete the online exit interview.
- The online exit interview is sent via email to the students Adrian College account.

Step 2: Student obtains the required signatures from the offices on the checklist.
- The checklist provides the students with offices that need to be notified of their intent to withdraw. This provides the student and the offices an opportunity to discuss the implications of withdrawing.
    - 1: Financial Aid- discuss financial implication of withdrawing at this time, obtain signature
    - 2: Housing- notify Director of Housing to coordinate move out date, obtain signature
    - 3: Student Business Services (Cashier's Office)- discuss how to pay remaining balance and implication if the balance remains outstanding, obtain signature
    - 4: Academic Services, conduct in person exit interview and obtain signature – Academic Services will provide a copy of the interview answers to the Registrar's Office for the student's permanent file

Step 3: The completed checklist needs to be returned to the Registrar's Office. Verify at this time that the student has completed the online portion of the exit interview. If not completed, resend the link and notify the student that their withdrawal cannot be process until this is completed.

Step 4: The following offices are notified of a student's official withdrawal date by the Registrar's Office:
- Student Business Services (Cashier's Office)
- Financial Aid
- Academic Services
- Housing
- Student Life
- Campus Safety
- Payroll
- Library
- Sodexo

After a student completes the checklist, an email is sent to the student's faculty for last date of academically related activity. The information is then recorded on the withdrawal spreadsheet that is shared with housing, student business office, financial aid, and academic services.

Start of Semester Enrollment / Matriculation Process Verification

Housing will send an updated new student "not checked in" list to the Registrar's Office by Monday morning of the first date of the semester.

Housing will send an updated returning student "not checked in" list to the Registrar's Office by Wednesday of the first week of the semester.

Housing will conduct a room check on the first Friday of the semester and report to the Registrar.

The Registrar will ask the faculty to confirm student roster verification on Friday of the first week and second week of classes. They will use their rosters in the Faculty Portal to verify class rosters.

IT will audit the single sign-on, email, and LMS for activity on the second Friday of the semester and report to the Registrar any inactive accounts for census data.

VP of Business will confirm with food services for activity on the second Friday of the semester and report to the Registrar any inactive accounts for census data.

Athletic Team Coaches will submit roster verification on the first Friday of the semester for census data.

Friday of the second week is the census date for the institution.

Academic Engagement and Enrollment

Purpose
- This Policy is designed to support Adrian College's effectiveness in meeting federal and state financial aid management requirements, and reduce the College's regulatory liability.

Assumptions
- Students will successfully complete the semester in which financial aid funds are awarded.
- Students withdrawing from one or more classes may not be eligible to receive the full amount of aid for that semester.

Definitions
- **Title IV funds granted by AC:**
  - Pell
  - F SEOG
  - Federal Work Study
  - Subsidized
  - Unsubsidized
  - PLUS (parent and grad)
- **Federal Return of Title IV Funds Calculation**
  - A formula that measures the percentage of days enrolled during a semester. The percentage is determined by dividing the number of days enrolled by the number of calendar days in the semester, including weekends and holidays. Based on this percentage, financial aid will be prorated to reflect the amount of aid that was earned during the period of enrollment. The amount of aid that was earned will remain on the student's billing account and the amount of aid that was unearned will be returned to the appropriate federal aid programs. Once the attendance percentage is past the

midpoint of the term, all Title IV Financial Aid is considered to be earned and remains on the student's account.

- **Institutional Aid**
  - Any scholarship or grant awarded by Adrian College.
- **Census Date**
  - Date identified by the institution to mark matriculation for the term, the 2nd Friday of the term (same date as the Roster Verification date).
- **Student-initiated Withdrawal**
  - All student withdrawal requests are initiated in the Registrar's Office (See process above)
- **Administrative Withdrawal**
  - College-initiated withdrawal as a result of:
    - Student conduct sanction
    - Judgment from VPAA and Dean of AA
    - Medical
    - Reports of non-attendance
- **Academically Related Activity**
  - The Department of Education defines academically related activity as attending class, examinations or quizzes, tutorials, computer-assisted instruction, completing an academic assignment, paper or project. Living in the residential halls and/or participating in the meal plan, participating in academic advising and/or counseling, or logging into an online class without active participation are however **not** examples of academically related activities.
- **W grade**
  - A grade of W indicates "withdraw" on the transcript. This grade indicates the withdraw process took place prior to the withdraw deadline of the term and was initiated by the student.
- **Midpoint of a term**
  - For students enrolled in 15-week courses, the midpoint of the term is the week immediately following the mid-term.
  - For students enrolled in 8-week courses, the midpoint of the term is week five of the class.

Student Attendance Policy

- Adrian College expects students to attend all regularly scheduled classes for instruction and examination. When a student is absent from class, the student should immediately convey the reason for the absence directly to the instructor. The student is responsible for all material presented in class and for all announcements and assignments.
- The decision to permit students to make up work that is required in any missed class resides with the instructor. Individual instructors or departments may have attendance policies stricter than that of the College, as long as the policies are stated in the course syllabus.

Faculty Responsibility for Attendance, Notifications, and Records

- Faculty members will state their attendance policy clearly in the course syllabus and announce it at the beginning of each semester.
- The faculty member will notify the Registrar's Office electronically about any student who has never attended his/her course, or logged in to an online course, by the "Roster Verification" deadline each semester, the 2nd Friday of the term (same date as the Census date).

- When a faculty member enters an F grade, they must report a date of last academically related activity for the course to the Registrar's Office. This must be done immediately after midterms and finals grades are submitted. The faculty member should be able to produce documentation in evidence of the date assigned.

Withdrawal Policy
- Withdrawing from a course may be student or College initiated. Any withdrawal from a course, for whatever reason, may affect a student's eligibility for financial aid.
  - **Student Initiated Withdrawal**
    - A student may drop one or more courses during a brief period during the beginning of a semester (dates will be posted in the Academic calendar). Any courses dropped during this period will not appear on the transcript.
    - Students may withdraw from a course up to the midpoint of the term and receive a W for the course on his/her transcript (dates will be posted in the Academic calendar).
      - For students enrolled in 15-week courses, the midpoint of the term is the week immediately following the mid-term week.
      - For students enrolled in 8-week courses, week 5.
  - **College Initiated Withdraw–Administrative Withdrawal**
    - A student may be administratively withdrawn from the College or a course if:
      - Student conduct sanction
      - Judgment from VPAA and Dean of AA
      - Medical
      - Reports of non-attendance

Return of Financial Aid Funds
- **Title IV Federal Aid**
  - If it is determined that Title IV funds need to be returned, by Federal Law they will be returned in the following order:
    - Unsubsidized Loans
    - Subsidized Loans
    - Parent PLUS Loans
    - Federal Pell Grant
    - Federal SEOG
    - Other Title IV Assistance

Institutional Financial Aid
- The amount of institutional financial aid earned after a withdrawal is calculated using the Federal formula. For example, if a student is determined to have earned 50% of their Federal Aid eligibility, they have also earned 50% of their institutional aid.

Student Billing / Financial Status Review Process

The chart listed below reflects the process for continued review of Student Billing / Review in order to mitigate students' matriculating throughout the course of a semester without attending to their respective financial obligations.

Rotation:

The chart listed below can be adjusted each term to reflect the actual dates for the given semester.

Initiating Event	Date	Action	Department / Committee
Billing Reminder	Early June	SBS notifies Registrar, Housing, and Financial Aid offices to prepare data for the fall semester billing. Data is to be forwarded to IT by week of June 20 - 24	SBS / Registrar / Financial Aid / Housing
Fall Semester billing	July 1 - 6	Review billing data for errors - print statements, information sheets. Fold/stuff/mail out. All new students are required to complete the Financial Responsibility Statement and optional Waiver Release form. All students are required to choose a payment method.	SBS
Sneak Peek	July 15		
Welcome Week Day 1	Sunday, Aug.	Verify authorization of or obtain Student Statement of Financial Responsibility	SBS
Early Athletics Move-ins	Aug.	Send students to FA and SBS until paperwork is complete before allowed to practice	Athletics
Fall Semester Begins	First day of classes, and ongoing.	Obtain missing Student Statement of Financial Responsibility and Payment Option documents.	SBS
3 weeks before applying holds	September 19	Notification sent to students of past-due account status or wrong Payment Option selection – with weekly reminders until applied on the Friday before Fall Break	SBS
Third week of Hold notification	First day of Fall Break -	Apply holds to accounts with balances > $200 and monthly payment plans that are not current w/plan payments	SBS
Spring Advising & Registration Opens	October 25 - November 5	Produce and review Hold List	SBS / Retention Committee
Review of Balances	November 7	Review of Accounts *Meal Card & Room Access Review	SBS / Financial Aid / Sodexo / Student Affairs
Billing Reminders to FA, Housing, & Registrar	November 5 - 10	Prepare data for Spring semester billing	SBS

Spring Semester Billing	December 1 - 5	Produce Spring semester billing statements (mailed & available on NetClassroom)	SBS
Spring Semester Billing	December 15 - January 5	Produce billing emails to new incoming students	SBS/Admissions
1st Day of Classes	January 10-13	Residence Census	Res. Life / Student Affairs
Last day to Add/Drop	January 18	Dining Hall Census * Meal Card Review	Sodexo / Student Affairs
Begin the weekly report of previous balance to Athletics and Retention Committee (holds)	1st week		SBS/FA
Begin the weekly report of current balance to Athletics and Retention Committee	3rd week		SBS/FA
3 weeks before applying holds	February 4	Notification to students of past-due account status if not on multi-payment plan - with weekly reminders	SBS
Spring Break Begins	February 25	Financial Aid Completion (Term)	Financial Aid / SBS
Spring Break Begins	February 25	Notify AD of student athletes with past due accounts > $1,000	Business Affairs
Spring Break Begins	February 25	2nd Residence Census	Res. Life / Student Affair
Spring Break Begins	February 25	Apply holds to accounts with balances > $200 and monthly payment plans that are not current w/plan payments	SBS
Review of Balances	March 1st	Review of Accounts *Meal Card & Room Access Review	SBS / Financial Aid / Sodexo / Student Affairs
Mid-Term Grades Due	March 9 - 16	Review At-Risk Students	Retention Committee
Fall Advising & Registration Opens	March 28	Produce and review Hold List	SBS / Retention Committee
Final Grades Due	May 5th	Produce and review Hold List	SBS / Retention Committee

Initiating Event	Date(s)	Action	Department / Committee

Registration	March 28-April 8		

22-23 Reporting Schedule

Term Begin Date	Term End Date	Transmission Type:	Schedule Transmission Date
6/7/2022	7/19/2022	Summer Subsequent	8/8/2022
8/22/2022	12/9/2022	First of Term	9/9/2022
8/22/22	12/9/2022	Subsequent of Term	10/20/2022 Pull on 10/12/22 Send to Reg. 10/18
8/22/2022	12/9/2022	Subsequent of Term	11/21/2022 Pull on 11/14/22 Sent to Reg 11/18
8/22/2022	12/9/2022	Subsequent of Term	12/22/2022 Pull on 12/15/22 Send to Reg. 12/20
8/22/22	12/9/2022	Fall Graduate Only Report uploaded	1/20/23 Pull on 1/12/23 Send to Reg. 1/18
8/22/22	12/9/2022	Subsequent of Term (Fall Clean Up Report)	1/20/23 Pull on 1/12/23 Send to Reg 1/18
1/9/2023	4/28/2023	First of Term	1/30/2023 Pull on 1/23/22 Send to Reg. 1/27
1/9/2023	4/28/2023	Subsequent of Term	2/23/2023 Pull on 2/15/23 Send to Reg 2/20
1/9/2023	4/28/2023	Subsequent of Term	3/10/2023 Pull on 3/2/23 Send to Reg. 3/7
1/9/2023	4/28/2023	Subsequent of Term	4/10/2023 Pull on 3/31/23 Send to Reg 4/6
1/9/2023	4/28/2023	Subsequent of Term	5/12/2023 Pull on 5/2/23 Send to Reg 5/9
1/9/2023*	4/28/2023	Spring Graduate Only Report uploaded prior to Summer First of Term (Degree Verify)	6/22/2023 Pull on 6/14/23 Send to Reg. 6/19
1/9/2023*	4/28/2023	Subsequent Term (Spring Clean Up)	6/22/2023 Pull on 6/14/23 Send to Reg. 6/19
5/3/2023	5/31/2023	Non-compulsory & Non-Summer (May Term)	6/15/2023 Pull on 6/8/23 Send to Reg 6/12

			6/22/2023
			Pull on 6/16/23
6/8/2023	7/20/2023	Summer First	Send to Reg 6/19

Graduate reports can be sent multiple times prior to the "first of term" reporting for the next semester