



## Policy # 43303

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### National Student Loan Data System Reporting Policy

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**Effective Date:** November 1, 2017

**Revised:** March 31, 2023

**Responsible Office:** Office of the Registrar

**Division:** Academic Affairs

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#### I. PURPOSE/OBJECTIVE

To establish guidelines by which enrollment data is reported in an accurate and timely manner to the National Student Clearinghouse each semester.

#### II. STATEMENT OF POLICY

In accordance with federal regulations, all institutions that participate in Title IV Programs must arrange to report student enrollment data to the National Student Loan Data System (NSLDS). As specified in the Federal Regulations CFR 682.610 and 685.309, enrollment status compliance reporting is met by reporting the student who ceases to be enrolled on at least a half-time basis within a 30- or 60-day window. Because Clearinghouse participating institutions expect to complete a Student Status Confirmation Report (SSCR) to NSLDS at least every two months, institutions have 60 days to report enrollment status changes to NSLDS and NOT 30 days. When a status change is discovered after it has occurred, compliance is determined based on the date the institution identifies the status change (“date of determination”). Accordingly, the applicable regulatory references are [CFR 682.605](#) and [CFR 668.22 \(b\) or \(c\)](#).

- A. The National Student Clearinghouse (NSC) is the agent in accordance with federal regulations for reporting the enrollment status of all students’ financial aid recipients for Grambling State University to NSLDS.
- B. The NSC identifies borrowers who withdraw from school and need to begin repayment; transfer from one school to another; and return to school and may be eligible for a deferment.
- C. Changes in enrollment status to less than half time, graduated or withdrawn will be reported within 30 days unless a student status confirmation report is expected within 60 days from Grambling State University.

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- D. It is recommended by NSC that a report be generated at least four times during the term, which include census date, every 30-45 days (subsequent of term), and end of term.
  
- E. NSC develops a planned transmission schedule tailored to the needs of the school, which is used as the framework to complete timely compliance reporting.
  
- F. The university will submit the report as scheduled and correct all errors within 72 hours of notification from NSC to expedite the transmission of information to NSLDS. The reporting frequency enables the institution to communicate enrollment status changes in a timely manner.
  
- G. After a report transmission has been reviewed by NSC system edits, and the institution has corrected any errors within the file, the enrollment information is then loaded into the NSC database.
  
- H. NSC then forwards the institution's enrollment information to NSLDS.
  
- I. Information is verified via the NSC website that enrollment data has been processed. Secure electronic data exchanges occur for automatic processing of all NSLDS Student Status Confirmation Reports (SSCRs).