



Universidad Central del Caribe

Processing and Reporting Changes in Student Enrollment Status Under Title IV

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POLICY STATEMENT

The Universidad Central del Caribe (UCC) processes and reports changes in student enrollment status in a manner consistent with the requirements of Title IV of the Higher Education Act of 1965, as amended (“Title IV”). This policy establishes processes and expectations, and centralizes certain key compliance-related aspects of the associated processes.

REASON FOR POLICY

The UCC must comply with Title IV when reporting changes in student enrollment status and returning unearned Title IV funds, where necessary, to avoid enhanced oversight and monitoring requirements by the U.S. Department of Education, loss or repayment of funds, or ability to participate in federal student aid programs. This policy aims to simplify processes and reduce administrative burdens while improving consistency of compliance with Title IV requirements.

This policy pertains to students who are enrolled in degree-seeking academic programs that are eligible for federal student financial aid and whose enrollment status with the university changes, such as by graduating, taking a leave of absence, or withdrawing from the university (dismissed for academic or disciplinary actions).

ENTITIES AFFECTED BY THIS POLICY

Application of this policy is based on the school/program in which a student is enrolled. The school/program in which a student is enrolled is responsible for submitting student enrollment status changes and to follow procedures according to where the school/program policies are based and communicate with the corresponding offices (Registrar’s Office, Financial Aid Office, and Bursars Office).

WHO SHOULD READ THIS POLICY

- Individuals in or supervising registrar, financial aid, bursar, or student services functions.
- President, deans, associate deans, and others responsible for relevant academic unit policies and practices.
- Program directors, departmental chairs, faculty and staff members interacting with students.
- Individuals in units responsible for determining or recommending student leaves or withdrawals or certifying completion of a degree.
- Students enrolled in a Title IV eligible school/program.

MOST CURRENT VERSION OF THIS POLICY

- The most current version of this policy may be accessed through the UCC web page.

RELATED RESOURCES

University Policies and Information Applicable to All Schools/Programs

- Institutional Catalog 2015-2020
- Academic Calendar 2018-19
- Institutional Policies Compilation 2018
 - General Student Rules and Regulations
 - Institutional Policy Regarding the Access to Student Records
 - Family Educational Rights and Privacy Annual Notification
- Refund Policy
- Scholarships Policy and Application
- Policy on Contact to Credit Hour Equivalency
- Statement for a Positive Learning Environment

University Policies and Information Applicable to Specific School/Programs

Policies on Satisfactory Academic Progress:

- Regulations for Student Evaluation and Promotion of the Medical School 2018
- UCC Doctor of Chiropractic Program Student Evaluation and Promotion (2019)
- Medical Imaging Student Handbook (June 2019)
- Substance Abuse Counseling Program Description and Procedures Manual (2018-19)
- Graduate Program in Biomedical Sciences (2016-17) Manual

External Documentation

Family Educational Rights and Privacy Act of 1974 (FERPA)

Federal Student Aid Handbook

National Student Clearinghouse Enrollment Reporting Programming and Testing Guide

Title IV of the Higher Education Act of 1965, as amended

CONTACTS

Direct any general questions about this policy to your school or program administrative office. If you have questions about specific issues, contact the following offices.

Contacts

Subject	Contact	Telephone	Email/Web Address
Policy Clarification and Interpretation	Dean of Student Affairs	(787) 798-3001 Ext. 2400	omar.perez@uccaribe.edu
Copies of this policy	Registrar's Office	(787) 798-3001 Ext. 2325	registraduria@uccaribe.edu
Return of Title IV Funds	Financial Aid Office	(787) 798-3001 Ext. 2408	mayra.serrano@uccaribe.edu
Tuition Refunds	Bursar's Office	(787) 798-3001 Ext. 2516	iris.font@uccaribe.edu

DEFINITIONS

These definitions apply to terms as they are used in this policy.

1. **Academically Related Activities:** Activities that are academic in nature or directly relate to academic endeavors, as determined by the university.

2. **Date of Institutional Knowledge:** For students who utilize the official withdrawal process, this will be the date the student or duly authorized representative began the official withdrawal process or officially notified the designated office/individual of their intent to withdraw, whichever is later.
 - a. For students who do not utilize the official withdrawal process or provide notification of their intent to withdraw, the date of institutional knowledge will be the date the university became aware that the student ceased attendance, as signified by a review of grades posted at the end of each term, following the grade posting due date. The university must determine the last date of attendance within 30 days after the end of (1) the payment period or the period of enrollment, (2) the academic year, or (3) the student's educational program, whichever is earliest.
 - b. For future-dated student withdrawals, this will be the day after the last day of the term of enrollment (term end +1) or the student's latest class end date, whichever is later.
 - c. For students who graduate, this will be the date a degree is posted (record is processed) in the student information system.
 - d. This date is used as the starting point of certain Title IV reporting requirements including days to report enrollment to the National Student Loan Data System (NSLDS) and days to return any unearned Title IV funds.
 - e. The UCC is not required to take attendance. However, a school/program may use a documented last date of attendance in an academically related activity as documented in the authorized withdrawal form by the faculty.

3. **Designated Office/Individual:** The office/individual designated by each school or program to which students must provide formal notification of a desired leave or withdrawal from the university to begin the official withdrawal process and which is responsible for recommending conferred degrees (graduations). At the UCC, these may be the associate dean of academic affairs, a program director, or a program coordinator.
4. **Earliest Class Start Date:** The scheduled start date of the student's classes or the first day of the academic term, whichever is earlier.
5. **Enrollment Status:** The status of a registered student with the university for academic enrollment purposes. The university recognizes four basic student enrollment statuses:
 - Enrolled (full time, part time)
 - Authorized leave of absence (considered a withdrawal for Title IV purposes if is in excess of 180 calendar days in a 12-month period)
 - Graduated
 - Withdrawn

For purposes of this policy, changes in student enrollment status that need to be reported under Title IV requirements include the following:

- Authorized leaves of absence (including health-related leaves, academic enrichment, and others) as defined for each school/program
 - Required leaves of absence
 - Authorized withdrawals
 - Required withdrawals
 - Graduation (degree conferral)
6. **Last Date of Attendance:** For students who utilize the official withdrawal process, this will be the date the student or duly authorized representative began the official withdrawal process or officially notified the designated office of their intent to withdraw, whichever is earlier.

The UCC is not required to take attendance. However, a school/program may use a documented last date of attendance in an academically related activity as documented in the authorized withdrawal form by the faculty.

- a. For future-dated and between-term withdrawals, this will be the day after the last day of the term of enrollment (term end +1) or the student's latest class end date, whichever is later.
- b. For withdrawals occurring during scheduled university breaks of five days or longer, the last day of scheduled instruction before the break will be taken as the last date of attendance.

A student's last date of attendance is used to determine the percentage of the payment period or period of enrollment completed and, therefore, the amount of aid a student has earned via the Return of Title IV Funds (R2T4) calculation.

7. **Latest Class End Date:** The scheduled end date of the student's classes or the last day of exams for the academic term, whichever is later.
8. **Leave of Absence:**
 - **Required** - The separation of a student from the university and its facilities that is prescribed by the dean of student affairs.
 - **Authorized** - A separation of a student from the university requested by the student.
9. **National Student Clearinghouse (NSC):** A nonprofit, third-party processor under contract with the UCC to process and report student enrollment data to the NSLDS.
10. **National Student Loan Data System (NSLDS):** The U.S. Department of Education system to which student enrollment information and any changes therein, including (but

not limited to) withdrawals, graduations and other changes in status (e.g., full-time to half-time), must be reported in a timely manner (e.g., within 60 days).

11. **Official Notification:** Notification provided by a student to the designated office/individual of their intent to withdraw or take a leave of absence. Can be written (including electronic communications) or oral. If provided orally, the school should document the date and details of the conversation with the student.

12. **Official Withdrawal Process:** The process established by the registrar's office for students to request an authorized withdrawal by notification to the respective designated office/individual in a school/program.

13. **Registration:** The official recognition of a student's relationship with the university and the basic authorization for a student's access to campus resources. To become registered, a student must:
 - Settle all financial accounts, including current semester tuition.
 - Satisfy university health requirements.
 - Have no registration holds from the bursar's office.

Enrollment in courses does not constitute or imply university registration.

Students who do not meet the requirements for registration are withdrawn from the university at the end of the **second full week of instruction**. For students who fail to meet the requirements for registration, both the date of institutional knowledge and last date of attendance are the date the student is withdrawn from the university.

14. **Return of Title IV Funds (R2T4):** The required process to determine the earned and unearned portions of Title IV aid as of the established withdrawal date based on the amount of time an eligible student spent in attendance. After the 60% point in the payment period or period of enrollment, a student has earned 100% of Title IV funds they were scheduled to receive during the period.

15. **Satisfactory Academic Progress:** To be eligible for Title IV funds, a student must make satisfactory academic progress by meeting both the qualitative (grade-based) and quantitative (time-based) criteria described by their school/program through the corresponding student evaluation and promotion mechanism. Refer to policies on Satisfactory Academic Progress for more information in the previous Related Resources section.
16. **Student Information System (Jenzabar ®):** The primary administrative system where student information, including enrollment, status, is housed and processed.
17. **Term Begin Date:** The scheduled start date of the term, as determined by the official (published) academic calendars for UCC.
18. **Term End Date:** The scheduled end date of the term, as determined by the official (published) academic calendars for UCC.
19. **Title IV:** Within the Higher Education Act of 1965 (as amended), Title IV is the section that covers student financial aid including associated regulatory compliance requirements, as promulgated by the U.S. Department of Education. As a recipient and lender of Title IV student financial aid funds, the UCC is subject to Title IV institutional requirements, including reporting of changes in student enrollment status.
20. **Withdrawal:**
- **Unauthorized Withdrawal:** A withdrawal initiated by the university for failure to meet university registration requirements.
 - **Retroactive Withdrawal:** A student withdrawal that would impact a term that has already ended.
 - **Required Withdrawal:** A permanent separation of a student from the university that is required by university or school/program policy. Includes dismissals under

the General Student Regulations and required academic withdrawals under school/program policies.

- **Authorized Withdrawal:** For purposes of this policy, a full and complete separation of a student from the university, at the student's request, which would require readmission and registration for future enrollment.
- **Withdrawal for Title IV Purposes:** Any time a student does not complete all of the days in the term the student was scheduled to complete or that a student extends a LOA period beyond the authorized 180 days in a twelve-month period.

RESPONSIBILITIES

The following responsibilities apply to schools or programs administered at the UCC.

Academic Unit Faculty and Staff (including Academic Advisors)

Direct students who wish to withdraw or take a leave of absence to the unit designated office/individual. Report student withdrawals or leaves of absence to the unit designated office/individual within five days.

Deans, Associate/Assistant Deans

Designate an office/individual, within the school/program, to which students must communicate requests to withdraw or take a voluntary leave from the university or withdraw from the university using the official withdrawal process. Establish or align existing unit-level policies pertaining to student leaves and withdrawals with this policy. Ensure unit faculty and staff members are appropriately aware of their responsibilities under this policy.

Bursar's Office

Pay to the student or student's parents/family any remaining Title IV credit balance funds within 14 days of the date the institution performs the Return of Title IV Funds (R2T4) calculation. For completed R2T4 calculations, remit necessary (unearned) funds to the U.S. Department of Education within 45 days of the date of institutional knowledge.

Institutional Effectiveness Office

Monitor awareness of and compliance with this policy. Review relevant unit-level policies and procedures to ensure consistency with this policy. Conduct regular reviews of changes in student enrollment status (e.g. graduations, leaves of absence and withdrawals) reported to the National Student Loan Data System (NSLDS) in order to validate that reported dates are accurate, supporting documentation is sufficient and appropriate, and all necessary student enrollment status changes are reported timely (i.e., within 60 days of date of institutional knowledge). Conduct regular reviews of R2T4 calculations to validate that the amount of funds returned is accurate and that such funds are remitted to the U.S. Department of Education timely (i.e., within 45 days of the date of institutional knowledge). Investigate instances of noncompliance, including root cause analysis to determine changes to associated business processes and internal controls necessary to prevent or detect such issues in the future. Notify appropriate parties - such as the registrar's office, the financial aid office, the dean of student affairs, the dean of academic affairs, and the office of the university president - of identified noncompliance with Title IV requirements.

Financial Aid Office

For processed student leaves and withdrawals, complete the R2T4 calculation to determine the earned and unearned portions of Title IV aid as of the student's last date of attendance in accordance with Title IV requirements. Revise the student's financial aid awards according to the R2T4 calculation. For completed R2T4 calculations, remit necessary documentation to the bursar's office within 5 days for completion of corresponding procedures with the U.S. Department of Education. For completed R2T4 calculations pertaining to undergraduate and graduate (non-professional) students, communicate the revised award and exit interview requirements to the student. Monitor compliance with R2T4 components of this policy. Develop and track R2T4 metrics (e.g., number of days to return unearned funds, number of errors identified in R2T4 calculation reviews). Promptly notify appropriate parties, such as the dean of student affairs, of identified noncompliance.

Registrar's Office

Review and formalize, or seek additional information related to, dates pertaining to student leaves of absence and withdrawals within five business days of submission by school/program designated offices/individuals. Verify that sufficient and appropriate documentation has been provided. Validate the requisite dates including earliest class start date, latest class end date, term begin date, term end date, last date of attendance, and date of institutional knowledge. At the beginning of the **second full week of instruction**, identify students who fail to meet the requirements for registration and approve for withdrawal (subject to reinstatement upon meeting the registration requirements by the end of the **second full week of instruction**).

Process approved student leaves of absence and withdrawals in the student information system. For approved changes in student enrollment status, notify the respective school/program and financial aid office of approved withdrawal dates. Report changes in student enrollment status to the NSLDS in accordance with Title IV requirements, e.g., within 60 days of the date of institutional knowledge.

Correct any NSLDS enrollment data errors and resubmit to the NSLDS within 10 days. For student enrollment information reported via a third-party processor (i.e., the National Student Clearinghouse), correct any data errors as soon as possible, and in all cases within 10 days. Ensure unit designated office/individuals and individuals are aware of their responsibilities under this policy and provide any necessary training.

Monitor unit designated office/individual/individual compliance with this policy. Develop and track metrics including those related to school/program submission of changes in student enrollment status (e.g., the number of days to submit, the number of incorrect dates submitted) and report to units as necessary, no less than annually. Promptly notify appropriate parties, such as the dean of student affairs, of identified noncompliance.

Unit Designated Office/Individuals

Recommend degree conferrals in the student information system by the registrar's office's established degree-posting deadline. Notify the registrar's office immediately upon recommending any degrees after the deadline, and upon recommending a degree for a student who has been on leave.

Within five business days of notification to the unit designated office/individual (i.e., the date of institutional knowledge), report all student leaves and withdrawals to the registrar's office. Notify the registrar's office regarding withdrawals that are significantly past due, more than 30 days after date of institutional knowledge. When deemed necessary, gather institutional documentation to support a student's last day of academically related activity.

Ensure submitted student withdrawals and leaves of absence include all necessary and appropriate supporting documentation, such as a completed student withdrawal request form, a health leave of absence letter, and the corresponding evidence.

Correct and re-submit within three business days student withdrawals and leaves of absence with any additional or updated documentation supporting the dates as required by the registrar's office.

To support the date of institutional knowledge, date/time-stamp all letters or other documentation supporting changes in student enrollment status to support the date that such documentation was received. For all electronic communications, the date of the electronic communication will support the date of institutional knowledge. Consult with the registrar's office prior to approving any retroactive withdrawals.

Dean of Student Affairs

Oversee implementation of this policy and ensure all responsibilities established herein are carried out properly and consistently. Provide notification of required student leaves under the General Student Regulations to the appropriate unit designated individual and the registrar's office within five business days of such determination

PRINCIPLES

Overview

This policy pertains to students who are enrolled in degree-seeking programs that are eligible for federal student financial aid and whose enrollment status with the university changes, including graduations, leaves of absence (authorized and required), and official and unofficial withdrawals (authorized, required, and unauthorized) from the university. Students wishing to withdraw from courses in which they have enrolled should follow the school/program requirements.

Timely and accurate processing of changes in student enrollment status is critical to maintaining compliance with federal Title IV requirements. Schools/programs must report all student enrollment status changes (e.g. graduations, leaves of absence, and withdrawals from the university) timely. For student withdrawals and leaves of absence, schools/programs must provide appropriate documentation supporting the relevant dates to the registrar's office. The registrar's office is responsible for formalizing dates (for withdrawals and leaves of absence), processing students' records, notifying appropriate units of approved changes in student enrollment status, as necessary, and reporting to the U.S Department of Education in accordance with Title IV requirements. The financial aid office is responsible for determining and remitting appropriate amounts to be returned under Title IV in accordance with required timelines.

Commitment to Title IV Financial Aid Compliance

The UCC is committed to upholding its obligations with respect to all applicable laws and regulations, including compliance requirements of federal programs in which it participates, such as Title IV student financial aid. Such compliance is critical to continuing the financial support of students through federal student aid funds made available through Title IV programs.

Requirements of a Non-Attendance Taking University

As determined by its primary accreditation body, the Middle States Commission on Higher Education, the UCC is not required or expected to take attendance in academically related activities such as lectures, discussions, labs, or studios. Therefore, the university is required to follow U.S. Department of Education guidance pertaining to institutions that are not required to take attendance, which may differ in some key respects from institutions that are required to take attendance. For more information, refer to the Federal Student Aid (FSA) Handbook.

Consistent Treatment of All Students Under this Policy

While some students at the UCC may not receive Title IV federal student aid, processing and reporting of all changes in student enrollment status are to be treated and determined consistent with this policy.

PROCEDURES

Communicating Student Withdrawals and Leaves of Absence

For students who wish to take a leave of absence or withdraw from the university, direct them to the unit designated office/individual. Faculty and staff members who become aware that a student has taken a leave or withdrawn from the university must communicate to the respective unit designated office/individual.

Designating a Unit Office/Individual

Each academic unit, subject to this policy, must designate an office/individual within the school/program, such as associate dean of academic affairs, program director or coordinator, to which students must communicate requests to take a voluntary leave or withdraw from the university following the official process. The unit designated office/individual is also responsible for recommending graduations (degree conferrals) in the student information system.

Units must establish or align unit-level policies pertaining to this university policy.

Schools/programs are responsible for ensuring that all necessary faculty and staff members are

aware of their responsibilities under this policy, such as notifying the unit designated office/individual/individual of any student withdrawals on a timely basis.

Determining Dates for Withdrawals and Leaves of Absence

Dates associated with student leaves and withdrawals directly impact tuition adjustments, enrollment and grades, Title IV compliance, and reporting to the National Student Clearinghouse (NSC) and the National Student Loan Data System (NSLDS). As such, accuracy in determining dates is of utmost importance.

Last Date of Attendance

- For students who utilize the official withdrawal process, use the earlier of the date the student (or duly authorized representative):
 - Began the school/program official withdrawal process.
 - Officially notified the designated office of their intent to withdraw.
- For required withdrawals, use the date the university notifies the student.
- If the unit designated office/individual is provided with documentation from a faculty, committee chairperson, or another individual that indicates participation in academically related activities, the dates on the documentation must be used to determine the last date of attendance. *The student self-certification of his/her last day of attendance is insufficient for confirming last day of participation in academically related activities.*
- For students who completed the term and between-term withdrawals, use the day after the last date of the term of enrollment or latest class end date, whichever is later.
- For withdrawals occurring during scheduled university breaks, use the last day of scheduled instruction before the break.

Date of Institutional Knowledge

- For students who utilize the official withdrawal process, use the later of the date the student (or duly authorized representative):
 - Began the school/program official withdrawal process.
 - Officially notified the designated office of their intent to withdraw.
- For students who do not utilize the official withdrawal process, use the date that the school/program became aware that the student ceased attendance or participation in academically related activities.

Designated offices/individuals and associate deans are encouraged to consult with the registrar's office with any questions regarding the determination of dates pertaining to student withdrawals.

Documenting Withdrawals and Leaves of Absence

All student withdrawals and leaves must be supported by adequate, relevant documentation such as approved leave/withdrawal form, letters (e.g., academic action letter, leave of absence application), emails, or other appropriate documents by the corresponding designates office/individual. Supporting documentation must clearly indicate the student's name and school/program and last date of attendance or the date the student began the withdrawal process or otherwise provided official notification they were withdrawing. To support the date of institutional knowledge, date/time-stamp all letters or other documentation to indicate the date received. For electronic communications, the date stamp of the electronic communication will support the date of institutional knowledge. If a student provides official notification of withdrawal orally, the school should document the date and conversation with the student.

Unit designated office/individuals and associate deans are encouraged to consult with the registrar's office with any questions related to documentation. All necessary supporting documentation must be stored in the student record.

Documentation containing sensitive or confidential information, such as medical diagnoses or grades, should be handled in accordance with university policy requirements. Medical diagnosis documentation should not be included in student withdrawal documentation.

Unauthorized Withdrawals

- When a student ceases to participate in a course, but has not provided official notification of withdrawal, the student will be considered an unauthorized withdrawal.
- If a student is an unauthorized withdrawal, any financial aid the student receives may be adjusted according to federal regulations, and university policy.
- Examples of unauthorized withdrawals include:
 - A student enrolls but does not attend classes.
 - A student drops all enrolled classes within a term and fails to notify the student's school/program unit office/individual.
 - A student does not enroll for one or more terms and loses automatic registration eligibility.
 - A student that fails to return to the school/program after the deadline of an authorized leave of absence.

Submitting and Approving Withdrawals and Leaves of Absence

Unit designated office/individuals must submit withdrawals and leaves via the corresponding procedure for approval of dates by the registrar's office within five business days of when the designated office is notified of the withdrawal (i.e., the date of notification).

The dean of student affairs, the faculty dean, or a designee, must provide notification to the Registrar's office within five business days of final determination of suspension, dismissal, or required withdrawal of a student.

The designated unit/individual must document health leaves of absence (with corresponding evidence) to the registrar's office within two business days of notifying the student or duly authorized representative of a recommended health leave. For distributing health leaves of

absence evidence, the designated unit/individual must maintain and verify regularly (at least annually) contacts with corresponding supervisors/associate deans

The registrar's office will review and formalize, or seek additional information related to, submitted withdrawal and leave requests within **five business days**. For submitted withdrawals and leaves, the registrar's office is responsible for verifying that sufficient and appropriate documentation has been provided and validating key dates associated with the withdrawal/leave, including the following:

- Earliest class start date
- Latest class end date
- Term begin date
- Term end date
- Last date of attendance
- Date of institutional knowledge
- Expected date of return from the LOA

Unit designated office/individuals have three business days to resubmit any corrected student withdrawals/leaves with any additional or updated supporting documentation as required by the registrar's office.

Processing and Reporting Withdrawals and Leaves of Absence

In the Student Information System, the registrar's office will process approved student withdrawals and leaves of absence. The registrar's office is responsible for reporting student withdrawals and leaves to the NSLDS within 60 days of the date of institutional knowledge. In reporting student enrollment data to the NSLDS, all data errors must be corrected as soon as possible, and in all cases within 10 days.

Processing Retroactive Withdrawals and Leaves of Absence

A retroactive withdrawal or leave is one that would impact a semester that has already ended. Before approving a retroactive withdrawal or leave, the school/program or associate dean must consult with the registrar's office and the financial aid office.

Processing Requests for Future-Dated Student Withdrawals and Leaves of Absence

On occasion, a student will indicate their intention to withdraw or take a leave of absence at a future date; for example, undergraduates who are taking the next semester off. In these cases the last date of attendance and date of notification must be the same and must be dated the day after the last day of the term of enrollment (term end +1) or the student's latest class end date, whichever is later. Future-dated withdrawals and leaves should be submitted by the school/program by the end of the current semester.

Returning Title IV Funds

Once a student withdrawal or leave is approved and processed in the student information system, the financial aid office must complete the Return of Title IV Funds (R2T4) calculation, in accordance with Title IV requirements, to determine the earned and unearned portions of Title IV aid as of the student's last date of attendance.

Next, the financial aid office will revise the student's awards in the student information system, according to the R2T4 calculation. The financial aid office will then remit necessary documentation to the bursar's office for returning of funds to the U.S. Department of Education within 45 days of the date of institutional knowledge.

- **For undergraduate and graduate (non-professional) students**, the financial aid office must communicate the revised award and exit interview requirements to the student.

- **For professional students**, after the financial aid office performs the R2T4 calculation, determine any revision needed for institutional aid and communicate the revised award and exit interview requirements to the student.

Implementing the Policy and Monitoring Compliance

The **dean of student affairs** oversees implementation of this policy including whether all responsibilities established herein are carried out properly and consistently.

The **registrar's office** is responsible for ensuring that individuals in unit designated offices are aware of their responsibilities under this policy and providing any necessary training. The registrar's office will monitor compliance with this policy, in part by developing and tracking submission metrics by school/college, such as the number of days to submit changes in student enrollment status and the number of submissions with incorrect dates, to be reported to units as necessary, at least annually. If noncompliance is identified (e.g. late reported or inaccurate student enrollment status data), the registrar's office must promptly notify the appropriate parties, such as the dean of student affairs and the Institutional Effectiveness Office.

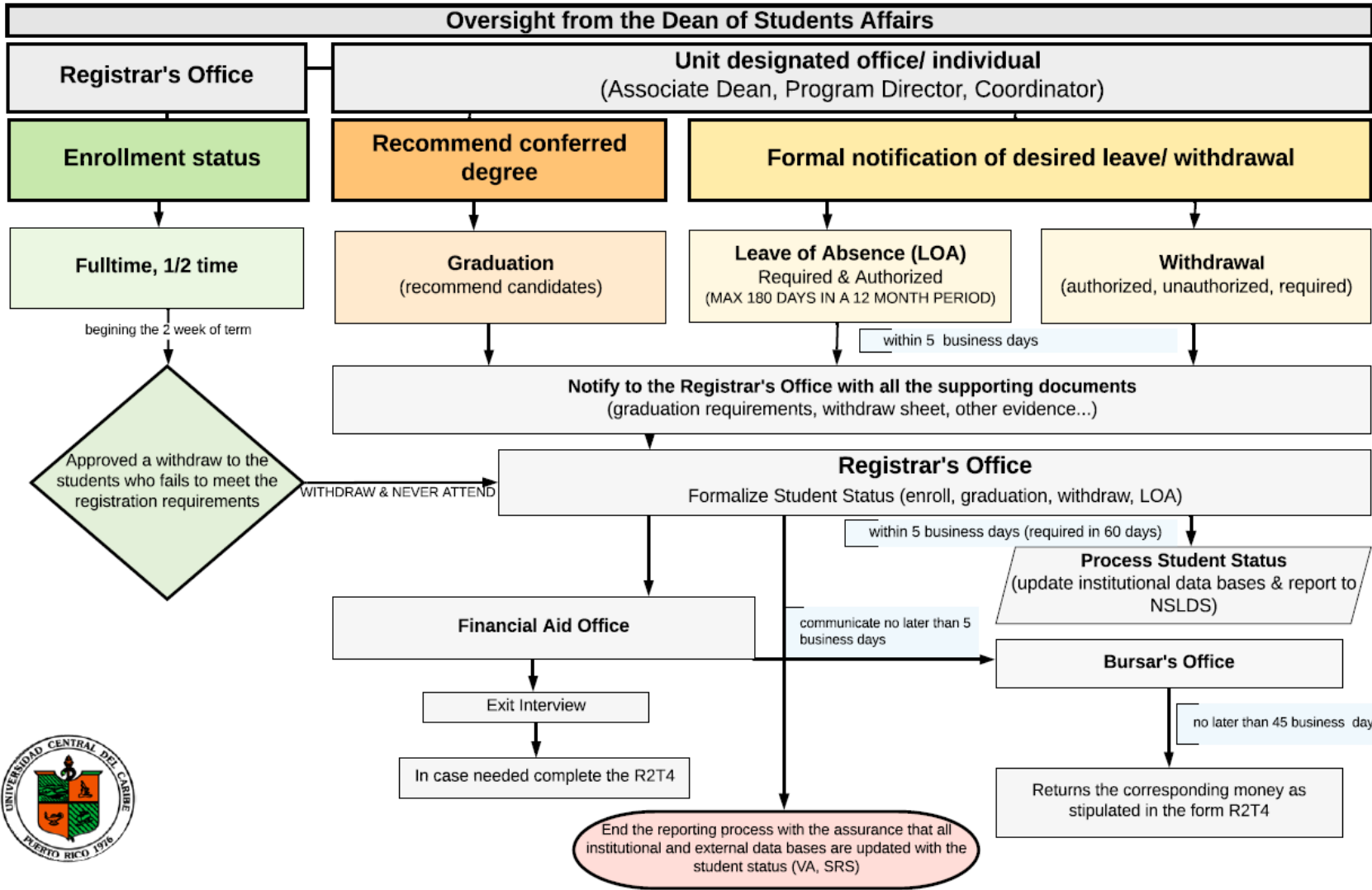
The financial aid office is responsible for ensuring that individuals in professional schools are aware of their responsibilities under this policy and providing any necessary training. The financial aid office is responsible for monitoring R2T4-related components of this policy, including the establishment of metrics, such as the number of days to return unearned funds and the number of errors identified in R2T4 calculation reviews. If noncompliance is identified (e.g. incorrect amount of funds returned), The financial aid office must promptly notify the appropriate parties, such as the dean of student affairs and the Institutional Effectiveness Office.

The **Institutional Effectiveness Office** plays an important role overseeing compliance with this policy by:

- Monitoring awareness of and compliance with this policy.
- Reviewing relevant unit-level policies and procedures to ensure consistency with this policy.
- Conducting regular reviews (quarterly) of changes in student enrollment status reported to the NSLDS to validate the accuracy of reported dates, sufficiency and appropriateness of supporting documentation, and timely reporting of all necessary changes in student enrollment status (within 60 days of the date of institutional knowledge).
- Conducting regular reviews of R2T4 calculations (quarterly) to validate accuracy of the amount of funds returned and timely remittance of unearned funds to the U.S. Department of Education (within 45 days of the date of institutional knowledge).

The Institutional Effectiveness Office is responsible for reporting instances of noncompliance to appropriate parties, including the registrar's office, the financial aid office, the dean of student affairs, the dean of academic affairs, and the President.

Processing and reporting changes in student enrollment status under Title IV procedures flowchart



IEO MONITORS COMPLIANCE WITH THE POLICY AND TIMELY & ACCURATE REPORTING