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## ASUN Operating Procedure – 4015

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### Operating Procedure Synopsis

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**Title:** National Student Loan Data System (NSLDS)

**Approval Date/Revision Date(s):**

**Review Date(s):** 3/2018, 12/2019, 11/2020

**Executive Cabinet Liaison:** Vice Chancellor for Student Affairs

**Responsible Manager:** Dean for Admissions and College Engagement

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#### A. Purpose and Scope

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The purpose of the National Student Loan Data System (NSLDS) Process is to reinforce the ASU-Newport admission policies. This operating procedure pertains to the activities associated with discovery and collection of official transcripts of ASU-Newport students.

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#### B. Definitions

**National Student Loan Data System (NSLDS) Query** –lists all of the institutions a student has attended while receiving federal grants or loans.

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N/A

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#### C. Procedures

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##### Background

##### Before Fall 2017

Per the ASU-Newport Admissions policy, transfer students were required to submit official college transcripts from all intuitions previously attended. Financial Aid staff ran a National Student Loan Data System (NSLDS) query for each student who submitted a FAFSA. This was a sufficient process for students who completed their FAFSA and submitted official transcripts early. However, many students waited until the state deadline to submit their FAFSA, and were not proactive in gathering and submitting transcripts. Delays in receiving the official transcripts impacted when aid was awarded and directly impacted success in the classroom. To counteract this type of barrier, ASUN admissions staff members began running NSLDS queries.

##### Current Process (Implemented Fall 2017)

Admissions staff runs an NSLDS query for all transfer and first-time entering students after they submit an admission application to ASU-Newport. Students are not be admitted until they submit all of the required documents. The process allows us to follow our policy while speeding up the process of collecting the official transcript of the last college attended (admissions policy updated Fall 2019). The Admissions and

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

Financial Aid offices continue to work closely to ensure accurate information is communicated to our students in a timely manner.

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**D. Related Information**

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