



NOVA SOUTHEASTERN UNIVERSITY

University Policy

Administrative Area(s):	Administration, Academic Units, and Administrative Units
Applicability:	Administrators, Deans, Directors, Department Heads, Faculty, and Administrative Staff Responsible for Grades
Scope:	Roster Reconciliation by Faculty
Effective Date:	September 2023 (revised)
Publication Requirement:	Faculty Handbook, Faculty Contracts, and the University Registrar's Policies

Purpose:

Nova Southeastern University is required by Federal Title IV Regulations to return any unearned financial aid funds no later than 45 days after the date of the institution's determination that the student has withdrawn, dropped, or stopped attending class(es). The institution must determine the withdrawal date for a student who withdraws without providing notification to the institution no later than 30 days after the end of the earlier of the payment period or period of enrollment, the academic year, or the educational program in which the student was enrolled. If the last date of attendance or educational activity cannot be determined, then the midpoint of the semester or term will be used as the withdrawal date. Failure to report non-attendance, a withdrawal date, or the midpoint for students who have stopped attending classes in a timely manner severely limits the ability for NSU to comply with this federal regulation.

Policy:

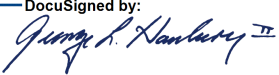
Each faculty member **must** reconcile and validate the accuracy of his or her class roster no later than the posted deadline, which is typically the first business day of the third week of classes, as determined by the approved Nova Southeastern University Academic Calendar.

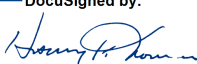
Federal Title IV Regulations Affecting Roster Reconciliation

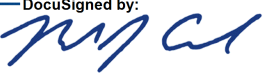
1. Satisfactory Academic Progress (SAP) requirements- Section 484B of the Higher Education Act of 1965, as amended, (Title IV, HEA), and 34 CFR 668.34 regarding satisfactory progress indicates, "At a minimum, an institution must review a student's academic progress annually to correspond to the end of a payment period."
2. Return of Title IV Funds requirements - 34 CFR 668.22 regarding the time frame for the Return of Title IV Funds:

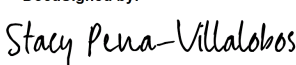
- A. An institution must return the amount of Title *N* funds for which it is responsible as soon as possible but no later than 45 days after the date the institution determines that the student has withdrawn.
- B. An institution must determine the withdrawal date for a student who withdraws without providing notification to the institution no later than 30 days after the end of the earlier of the:
 - i. Payment period or period of enrollment; or
 - 11. Academic year in which the student withdrew; or
 - 111. Educational program from which the student withdrew.

APPROVALS:

DocuSigned by:

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 George L. Hanbury II, Ph. D.
 As President & CEO
 Oct 3, 2023
 DATE

DocuSigned by:

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 Harry K. Moon, M.D.
 As President Elect & COO
 Oct 2, 2023
 DATE

DocuSigned by:

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 Ronald J. Chenail, Ph.D.
 As Provost & EVP for Academic Affairs
 Oct 2, 2023
 DATE

DocuSigned by:

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 Stacy Peña-Villalobos, Ed. D.
 Interim Vice President, FAAR
 Oct 2, 2023
 DATE