NASFAA’s Compliance Engine

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Self-Evaluation Checklists
Intended Uses of the Self-Evaluation Checklists

Self-audit tool to help prepare for outside audits and program reviews;  
Develop a profile of financial aid operations for affirmation and/or revision of institutional policies, office procedures, and administrative controls;  
Document the need for an operating budget, staffing, and/or physical accommodations commensurate with the size and scope of the institution's financial aid programs;  
Train new staff and enhance the skills and knowledge of current staff;  
Assist in the preparation of reports;  
Serve as an outline for periodic checks of financial aid operations to determine progress being made in plans for improvement; and  
Provide an outline of information to be included in the financial aid and/or institutional policies and procedures manuals.

Start Page

Unsafe where to start?  
Choose compliance goals below to view applicable checklists.

WHAT WOULD YOU LIKE TO DO?  
☐ Assess our administrative capability  
☐ Evaluate our federal grant programs  
☐ Evaluate our federal loan programs  
☐ Evaluate our campus-based programs  
☐ Assess student eligibility requirements  
☐ Assess needs of special populations  
☐ Review supporting compliance-related materials

Search and Browse Checklists

Keyword:  
Keyword:

[Include User-Entered Content]  
[Include Archived Content]

SEARCH CHECKLISTS

Start Page
Choose Checklists According to Goals

WHAT WOULD YOU LIKE TO DO?

- Assess our administrative capability
- Evaluate our federal grant programs
- Evaluate our campus-based programs
- Assess student eligibility requirements
- Assess needs of special populations
- Review supporting compliance-related materials

Search by Checklist Title or Topic

WHAT WOULD YOU LIKE TO DO?

- Assess our administrative capability
- Evaluate our federal grant programs
- Evaluate our campus-based programs
- Assess student eligibility requirements
- Assess needs of special populations
- Review supporting compliance-related materials
View all checklists

Any Saved Checklists will show first

Followed by any New Checklists
### Satisfactory Academic Progress - 2018-19

**View and Add Comments**

<table>
<thead>
<tr>
<th>Resources</th>
<th>Item</th>
<th>Responsible Office</th>
<th>Response</th>
<th>Due Date</th>
<th>Complete?</th>
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</table>

**Note Appropriate Office**

**Not an Assignment**

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**October 7-9, 2019**

**PASFAA 2019 – HARVESTING KNOWLEDGE**
What Do the Responses Mean?

- A “yes” response to a question indicates the institution is meeting the requirement or standard presented;

- A “no” response means some follow-up action is necessary to ensure the requirement is met;

- A “n/a” response should be used whenever the question is not applicable to the institution (e.g., the institution may not be participating in all of the Title IV programs); and

- Comments or explanations of certain responses may be provided in the space available with each individual item.
Assign items for Satisfactory Academic Progress - 2018-19: General

- Individuals can assign tasks to be listed below. Primary contacts can visit the myNASFAA area of the NASFAA website to adjust the roster.
- Assign to individuals in your organization
- Assign individual items, tabs or entire checklist (all tabs)
- Set due date
- Include message if desired
- Assignments emailed to users
View Your Checklists

- Checklists you started
- Checklists assigned to you
- Print Checklist data

View Checklist Assignments

- Checklists you assigned
- Checklists assigned to you
- Print assignments info
Policies and Procedures
Builder
Intended Uses of the P&P Builder

- Creation of a complete policies and procedures manual
  - Document institutional policies for tasks related to the administration of aid programs
  - Document institutional procedures for tasks related to the administration of different aid programs
  - Ensure policies and procedures align with federal statute and regulations

Create Policies and Procedures Manuals

Search and Browse Checklists

WHAT WOULD YOU LIKE TO DO?
- Assess our administrative capability
- Evaluate our federal grant programs
- Evaluate our federal loan programs
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Search Checklists
Start A New Manual

When naming your manual, we suggest including the academic year in your manual name, such as ‘University of School’s 2016-17 Policies & Procedures.’ Proceed to enter your manual content. After you’ve selected ‘Save’ or ‘Save and Proceed’ in any section, your manual will be available in your My Manuals dashboard. Once saved, P&P manual components can be assigned to staff on your institution/organization roster and, across departments. We welcome your feedback and suggestions via the Compliance Engine feedback form.

NASFAA is pleased to offer an option for schools that want help with this work from experienced professionals. Financial Aid Services (FAS), NASFAA’s preferred provider for P&P conversions, has tenured consultants with deep financial aid knowledge who can do the heavy lifting for you.

Enter a custom name for your institution’s Policies & Procedures Manual:

Custom Name

- Allow access of this manual to owner and assignees, only. Other users in your organization will not be able to view this item, but the manual will still appear in organization lists. Owners and Primary Contacts are able to transfer ownership of items with this setting.
- Allow anyone from my organization read-only access to this manual. Owner and assignees can make changes, owners and Primary Contacts can transfer ownership.

Create a New Manual

View Manuals and Assignment Summaries

Welcome, Tiffany

View Manuals and Assignment Summaries

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Create a New Manual
Select the section to edit

Direct Links to Compiled Regulations and Other Resources
<table>
<thead>
<tr>
<th>RESOURCES</th>
<th>ITEM</th>
<th>Due Date</th>
<th>Complete</th>
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</thead>
<tbody>
<tr>
<td>4.1 PRIVATE EDUCATION LOAN DISCLOSURES</td>
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<tr>
<td>4.2 PREFERRED LENDER ARRANGEMENTS</td>
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**Indicate if Complete**

**Assign items to others**
Cost

Self-Evaluation Checklist Module = Free member benefit!

P&P Builder = $99 or Included with Value Plus Membership!

October 7-9, 2019

Request a Demonstration of the P&P Builder